

Achievement Review & Professional Development Policy

1. Background

This policy has been developed in reference to the *South Australian Modern Public Sector Enterprise Agreement: Salaried 2017*. Carclew provides the opportunity for all staff to participate in regular achievement reviews.

2. Purpose

The purpose of this policy is to provide an effective process for staff reviews and professional development planning. Carclew aims to align the progression and development of individual staff with the goals and objectives of the Organisation.

3. Scope

This policy applies to all staff employed by Carclew for more than one year on a full-time or part-time and either ongoing or fixed term basis. Staff occupying a position of less than six months duration, including casual staff and volunteers are encouraged to participate in an achievement review or an abbreviated version thereof, which is to be negotiated between the staff member and the supervisor. Either the staff member or supervisor can initiate the negotiation.

4. Definitions

Professional Development	The continued training and education of an individual in regards to personal, career and/or professional development.
Work Based Learning	Structured learning managed by an organisation and focused on learning through work.
Review Cycle	The period of time which the review occurs.
Self-directed learning	The method used when a learner, rather than an institution, controls both the learning objectives and the means of learning. It is a continuous process, often informal, and an important factor in lifelong learning.

5. Policy Statement

Staff achievement reviews provide the basis for a manager and staff member to work together to assess a staff member's achievements against their relevant position description, and the expected outcomes of the role in relation to the goals and objectives of the Organisation. An important component of Carclew's planning and development process is the discussion of the employee's professional and career development.

Carclew's achievement review process aims to provide a supportive and rewarding environment for staff by:

- Providing opportunities for the recognition of achievements of employees and the acquisition of knowledge and skills.
- Ensuring staff are clear about their role, responsibilities and expectations of their position by providing the opportunity for clarification of any changes to an employee's role. Therefore, assisting staff to meet the immediate and future challenges of their position.
- Encouraging staff to obtain skills, knowledge and abilities which may improve their opportunity for career development.
- Ensuring that managers fulfil their roles and responsibilities in relation to the management of the successes and development of their staff. Also, providing a

context in which managers can ensure alignment between the achievements and development of staff, and the goals and objectives of the Organisation.

- Improve communication between staff and managers.

It is part of every manager's role to provide support and guidance to their staff and to discuss achievements and development. Program areas are required to plan and prioritise the development needs of their employees in alignment with organisational goals.

Carclew is committed to supporting the professional development of staff through the application of the following principles:

- Every staff member will have access to professional development opportunities and resources.
- Carclew's annual budget will have an allocation for professional development for staff.
- Professional development is a responsibility shared by the individual staff member, their manager and the Organisation.
- Professional development is an integral part of Carclew strategic planning process. A component of this process ensures that all training and development opportunities meet the core requirements of the Organisation and employees' roles and responsibilities.
- Wherever appropriate, development activities will be underpinned by mentoring. Senior staff shall offer leadership and support for the professional development of staff.
- Staff will be encouraged and supported to share and apply their new skills and knowledge in their work practice.
- Evaluation of employee participation, outcomes and the relevance and quality of professional development activities on an ongoing basis.
- Employees are required to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.

5.1 The process

A review of employee's achievements and goals will occur every six months. Regular feedback and discussions may be carried out throughout the course of the review period between managers and their employees on an 'as need' basis.

The review will outline the employee's goals and objectives for a six-month period, in line with the organisation's guiding principles. This will include a discussion that outlines the individual's development priorities for the following six months, as well as reviewing the previous review period. Consideration will also be given to the individual's long term career objectives.

5.2 Concerns about progression

Concerns about a staff member's progression and/or conduct should be addressed by the manager as soon as possible and not held over to the review. In the first instance, concerns should be handled by a manager through a process of structured counselling. This provides an opportunity for the resolution of the concerns within an agreed time-frame through clarification of expected objectives and productivity standards, regular feedback and where appropriate, further training.

Employees are expected to comply with relevant Acts, Awards, regulations, guidelines and policies relevant to their work. Managers have the additional responsibility of

monitoring that behaviour is consistent with these requirements. If behaviour and/or progress is deemed to be 'unsatisfactory', provisions can be implemented in accordance with appropriate Awards and Agreements, such as the *South Australian Modern Public Sector Enterprise Agreement: Salaried 2017* and Carclew's *Code of Conduct and Duty of Care Policy and Procedures*.

5.3 Disputes

A staff member may invoke the *Grievance Resolution Procedures* where it is believed that they have been treated unfairly in the application of a staff appraisal. For example, by an unfair or biased evaluation of achievements.

6. Procedures Title

Achievement Review & Professional Development Procedure

7. Responsibility for implementation

The Chief Executive will advise staff members of revised *Achievement Review and Professional Development Policy and Procedures* upon endorsement. The policy and procedures will be available on the Carclew server and included in induction.

8. Legislation and Supporting Documents

<i>South Australian Modern Public Sector Enterprise Agreement: Salaried 2017</i>
<i>Code of Ethics for the South Australian Public Sector</i>
<i>Carclew Code of Conduct</i>
<i>Carclew Grievance Resolution Policy and Procedure</i>

Acknowledgment

In developing this policy Carclew has drawn on resources prepared by the Department for Education, Department for Child Protection, Department of Human Services, and Arts South Australia.

Disclaimer

This policy does not represent legal advice. If you have any queries about your obligations, you should seek your own independent legal advice.