

POLICY:	STAFF REVIEW
NVR Ref:	Standard 2
MCC Ref:	MCC-2- S3
Purpose	<p>The purpose of this Policy/Procedure is to ensure:</p> <ul style="list-style-type: none"> • Employees' competency and performance is reviewed on a regular basis • Establishment and maintenance of a system for regularly reviewing the experience, knowledge, skills and qualifications of training staff in relation to their ability to adequately complete training. • Employees' further development is planned • Suitable records are maintained for employees
Scope	<p>This Policy and Procedure applies to all employees of the Institute except those indicated as 'exempt'.</p>
Responsibility	<p>The CEO will have overall responsibility for ensuring each employee's performance is reviewed at least once within a 12 month period from the date of commencement.</p>

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Action/Method	<p>General</p> <p>All Institute employees will participate in ongoing performance review and development. This will be facilitated through a performance management cycle involving:</p> <ul style="list-style-type: none"> • An initial meeting to establish an annual performance plan • Ongoing feedback • Formal reviews (no more than 12 months apart) <p>Performance Plans will consist of performance, performance standards and a plan to ensure the employee has the skills and knowledge to meet the specified objectives.</p> <p>Preparation</p> <p>A month before Performance Plans are due, a designated officer will refer the forthcoming reviews and any new plans to the CEO.</p> <p>Review meetings will be arranged by the Designated officer.</p> <p>Meeting</p> <p>The review meeting will be held in private between the employee and the CEO.</p> <p>The meeting will be recorded on a "Performance Review" form.</p> <p>Where there is an existing plan, performance against the set objectives will be considered. The CEO will evaluate whether the employee has exceeded, achieved or failed to achieve those objectives. Comments may be added as necessary - eg: regarding the effect that changing circumstances may have had on progress.</p> <p>A review of experience and skills will be completed according to training programs delivered by training staff.</p> <p>A plan will be agreed to improve the employee's overall skills, competence in his/her current position and possible career path. Where any training is needed, arrangements will be as per the "Staff Training & Development" procedure.</p> <p>The employee and the CEO may add any general comments.</p> <p>Post-Meeting</p> <p>The CEO will review the "Performance Review" form, which will be noted, signed and dated in the appropriate section.</p>

	<p>The CEO will give due consideration to requests for training and advise the Designated officer of any training agreed to.</p> <p>If there has been any disagreement recorded on the form regarding performance against objectives, the CEO may choose to discuss the matter further with the employee concerned.</p> <p><i>Training and Development</i></p> <p>A Training Request & Authorisation Form is to be completed and a copy forwarded to the Designated officer to facilitate any required training.</p> <p><i>Complaints</i></p> <p>Any employee with a complaint regarding the process is to notify the Designated officer in writing within 10 days.</p> <p><i>Unsatisfactory Performance</i></p> <p>Where an employee's performance is identified as not meeting the required standards or objectives specified in the performance plan, the CEO will initiate appropriate performance improvement action.</p> <p>Records</p> <p>A copy of the "Performance Review" form will be maintained in the employee's file. This record is considered to be strictly confidential and may only be accessed by the:</p> <ul style="list-style-type: none"> • employee concerned • CEO <p>And will be stored in accordance with the Records Management, Maintenance and Security Procedure.</p>
<p>References</p>	<p>Staff Training & Development Policy and Procedure Training Request & Authorisation Performance Review Staff Evaluation Trainer Records Management, Maintenance and Security Procedure</p>

VERSION CONTROL**Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	June 2017	No material change