

Performance Development Workplan

Reviews are completed annually

Staff Members Name:

Position and Classification level:

Department:

Name of Manager:

I have read the Educational Services (Post Secondary Education) Award 2010 and agree to the fact that the RTO will annualise my teaching hours as per the Award.

I hold the relevant Training and Assessment Competencies. Tick one box

- Certificate IV in Training & Assessment TAE40110
 Certificate IV in Training & Assessment TAA40104
 Certificate IV in Training & Assessment BSZ40198

Signed: _____
(Staff Member)

Signed: _____
(Manager)

Signed: _____ I certify that staff member has met the requirements of AQTF 2010.
(Training Manager)

Current PDW period: _____

Performance Development Workplan is made up of 4 sections:

Section A: Preparing for the performance development review

Section B: Reviewing performance to agreed requirements

Section C: Setting performance goals

Section D: Planning for continuous improvement

Section A: Preparing for the Performance Development Review

This section involves the staff member and direct supervisor in having the first informal meeting where they will discuss the following:

Reviewing:

- Job description and associated tasks
- Reviewing previous performance
- Setting improvement development for next cycle
- Industry skills relevant to training/assessment being undertaken
- Development of skills in VET
- Industry currency and trainer/assessor competence

Documenting:

- Previous improvements
- Improvement against goals set in the previous review period
- Skills gaps and why this has occurred
- Suggestions for bridging gaps
- Training undertaken
- Development undertaken

Evidence:

- Collection of evidence of compliance to agreed standards

Preparation:

- Analysing past performance and documenting improvement areas
- Identifying whether industry skills are current and if not then how to comply
- Investigating industry association/organisations to join which will help with industry currency competence

- Reviewing previous professional development courses and scheduling this year's development areas
- Investigating industry for placement program for minimum 40 hours in this and each following year to ensure currency of industry skills
- Completing at least 30 hours of professional development in each yearly cycle

Section B: Reviewing Performance to Agreed Requirements

Manager Comments:

In this section the supervisor will review Section A discussion points and any other relevant areas for improvement

Performance Goals/Task These were agreed at start of last review cycle	Outcomes There were the KPIs which measure outcomes	Assessment of Performance Comments on actual outcome

Section B: Reviewing Performance to Agreed Requirements

Staff members comments:

Performance Goals/Task
Did I meet agreed indicators

How I have demonstrated current industry skills directly relevant to the training/assessment undertaken during the year?

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How did I continue to develop my VET knowledge and skills during the year?

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How will I continue to develop my industry currency and trainer/assessor competence?

Final comments by staff member

Final comments by Manager

In this section the Manager will review Section B and detail points of compliance or non compliance and areas of acceptable performance or for improvement, this will also include reference to AQTF 2010 Standards for Continuing Registration specifically Standards 1.4

Comments by Training Manager

In this section the Training Manager will review Section B and detail points of compliance or non compliance and areas of acceptable performance or for improvement, this will also include reference to AQTF 2010 Standards for Continuing Registration specifically Standards 1.4:

SECTION B: Reviewing Performance to Agreed Requirements

Assessment of Performance

In this section the Manager will complete feedback on the level of performance against the performance goals or tasks previously set and compliance standards as set by regulator.

- Very Good Overall demonstration of very good performance within the agreed standards as previous set
- Satisfactory The performance is currently satisfactory, there are some areas where tasks were not completed to a satisfactory level. Further professional development is required and will be undertaken in next cycle
- Unsatisfactory The standards of performance are below that of acceptance. Further investigation to reasons for this unsatisfactory level is required

Note: staff will not be promoted to next level classification if they have not been assessed at a very good level.

Staff Members Signature: _____ Date: ___ / ___ / 20___

Managers Signature: _____ Date: ___ / ___ / 20___

Section C: Setting Performance Goals

These goals and objectives relate to the education industry and the particular RTOs strategy.

RTOs Strategy	Type of Activity	Start/End date
<i>e.g. compliance with AQTF 2010 1.4 (d)</i>	<i>Attend workshop on AQTF 2010 at XYZ Attend internal workshop on Training Package Work in industry (relevant to training/assessment being undertaken) for minimum 40 hours in this cycle</i>	<i>March 2010 to June 2010</i>

Section D: Planning for Continuous Improvement

What actions are required in the short term 1 to 3 months, detail below

Skills and knowledge to be improved	Required actions

Staff Members Signature: _____ Date: ___ / ___ / 20__

Managers Signature: _____ Date: ___ / ___ / 20__

A copy of this workplan is to be placed in the staff members file and one provided to staff member and direct manager and training manager.

The trainer should use the professional Development Log to insert professional development activities.

The CEO must also be provided a copy for review with Training Manager.