

TAFE NSW Manager Performance Development and Review Plan

Name:

Position:

Institute/corporate unit:

Plan period:

to

A. Individual work plan – THIS SECTION TO BE COMPLETED IN COLLABORATION BETWEEN A MANAGER AND STAFF MEMBER

KEY ACCOUNTABILITIES/ PERFORMANCE OBJECTIVES What you aim to achieve	KEY ACTIONS/STRATEGIES How you plan to achieve the accountabilities/objectives	PERFORMANCE INDICATORS/TARGETS How performance will be evaluated and performance towards goals will be measured	MID CYCLE		END CYCLE	
			Self	Manager	Self	Manager
1.			Choose an item Comments	Choose an item Comments	Choose an item Comments	Choose an item Comments
2.						
3.						
4.						
5.						
6.						

B. Mandatory performance objectives for leaders

If you are a leader there may be certain mandatory objectives you must include in your work plan. If you are a leader who has financial accountability refer to (B1) below.

B1 FINANCIAL MANAGEMENT

BUDGET COMPLIANCE	MID CYCLE Compliance	Employee comments	Leader comments	END CYCLE Compliance	Employee comments	Leader comments
Operating Capital Employee expenses Delivery of savings	Choose an item			Choose an item		

*Note outcome descriptor are draft for discussion and consultation.

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B2 PEOPLE AND CAPABILITY MANAGEMENT

PERFORMANCE OBJECTIVE	MID CYCLE Compliance	Employee comments	Leader comments	END CYCLE Compliance	Employee comments	Leader comments
Managing for performance: All employees in the business unit have a current performance agreement that is clearly linked to organisational objectives and is reviewed annually	Choose an item			Choose an item		
Workforce planning and development: The business unit implements strategies to align its workforce capability and capacity with the organisation's current and future priorities and objectives.						

C. Demonstrating our values

Complete this section in preparation for your mid cycle and end of cycle performance review discussions.

VALUES	I understand and can demonstrate behaviours that contribute to the values. I am aware of the codes of conduct, policies, procedures and standards I am expected to observe.	
	SELF-ASSESSMENT	MANAGER ASSESSMENT
	<input type="checkbox"/> Exceeding* <input type="checkbox"/> Achieving* <input type="checkbox"/> Partially meeting* <input type="checkbox"/> Unsatisfactory*	COMMENTS (Consider attendance, behaviour, conduct and leave)
Integrity		
Service		
Trust		
Accountability		
Institute value		
Institute value		
Institute value		

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D. Capability and career development plan

- The capability and career development plan must be developed as part of the Individual Work Plan
- The plan identifies areas for capability development for current and future roles
- The plan should be realistic, achievable and aligned to the individual work plan
- Revise at any time, in consultation with your manager
- Review and make comments and/or recommendations on development progress at both the mid cycle and end cycle review

RESOURCES

- NSW Public Sector Capability Framework
- Capability development guides
(Note: currently on DEC intranet but will be rebadged for TAFE NSW)
- TAFE NSW Teaching and Learning Quality Standard
- 70:20:10 Development Model
- DoE Managing your career guide
(Note: currently on DoE intranet but will be rebadged for TAFE NSW)

CAPABILITY DEVELOPMENT NEEDS Areas for developmental growth (short, medium and long term)	PROPOSED ACTION	RESPONSIBILITY	DEVELOPMENT PROGRESS	
			MID CYCLE	END CYCLE
What capabilities (knowledge, skills and abilities) or work experience would assist you in achieving the Key Accountabilities/ Performance Objectives? Consider capabilities from your current or prospective Position Description/s, or the NSW Public Sector Capability Framework or occupation specific skills set.	Using the 70:20:10 development model and capability development guides describe: on-the-job learning, coaching, mentoring, targeted training, study, professional networks, professional reading, job rotation, job shadowing activities.	What needs to be done and who will do it?		

MID CYCLE REVIEW COMPLETED:

END CYCLE REVIEW COMPLETED:

Manager to provide overall performance rating below.

Use the relevant **performance outcome descriptor** to assess the overall end cycle performance review, based on both the mid and end cycle reviews. Where either party wishes to comment on the end cycle performance review process or outcome, this should be recorded in the relevant section below.. *

☐ Exceeding* ☐ Achieving* ☐ Progressing/Partially meeting* ☐ Unsatisfactory*

MANAGER COMMENTS:

STAFF MEMBERS COMMENTS:

Manager signature

Date

Staff members signature

Date

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