

POLICY		
Ref. to Legislative Frameworks: HESF2015: Standard 3.2 SRTO2015: Standard 1.13-1.16 & 8.5 National Code 2018: Standard 11.2.5	Staff Performance Review	
Version: 4.0	Policy Owner: Chief Executive Officer (CEO)	Issued on: 16/02/2018 Review by: 16/02/2020

Revision History

Current Version	Description of Change	Policy Developers	Effective Date
4.0	Simplify policy statement	Chief Executive Officer	16/02/2018

PURPOSE

This document sets out Academies Australasia Polytechnic (AAPoly)'s policy on managing individual employee's performance.

POLICY STATEMENT

As a part of corporate governance practices, performance reviews contribute insights that support improvement of organisational performance and capability by supporting individuals to perform at their best capabilities. The objectives of performance management are to:

- (a) assist in the achievement of the objectives of AAPoly;
- (b) align demonstrated capacities of employees with the AAPoly's mission and key objectives;
- (c) assist an employee to develop and perform to his/her full potential;
- (d) provide constructive feedback about performance and progress, and recognise and reward high performing employees for their positive achievements or contributions to the AAPoly;
- (e) enable performance problems to be identified and addressed at an early stage;
- (f) improve or enhance work performance through identification of professional development needs for the current position or to prepare for a future position; and
- (g) provide access to appropriate professional development activities for all employees.

SCOPE

This policy applies to all continuing and fixed-term employees of AAPoly.

DEFINITION

The Performance Review Process involves annual meetings (or, in the case of academic staff, aligned with academic calendar) between an employee and his/her supervisor to plan and review individual performance and professional development. The process also involves rating individual performance for the purposes of rewarding high performance and managing poor performance. Planning and reviewing team performance and development is a separate management process and not part of the Performance Review.

POLICY

AAPoly is committed to:

- (a) organisational efficiency and effectiveness, achieved and maintained by appropriately skilled, experienced and motivated employees;
- (b) a quality assurance philosophy of continual improvement and learning;
- (c) the development of employees' potential through a performance management process that is fair, transparent, equitable and confidential; and

- (d) being an institution of higher education where employees are included, treated equitably, able to grow and develop, and effective in the contribution they make to AAPoly. As a result, AAPoly expects its employees to be conscientious, committed and competent in the work they are required to perform.

RESPONSIBILITIES

- The HR Manager is responsible for overseeing the Performance Review policy, procedures, guidelines, forms and supplementary resources, and for providing relevant advice, consultancy and training.
- Managers are responsible for understanding, implementing, monitoring and reporting on the conduct of Performance Reviews within their respective Departments and organisationally.

FEEDBACK

Questions, suggestions or comments about this policy shall be directed to the CEO by email suggestionstotheceo@aapoly.edu.au. The CEO will respond to the email in two (2) weeks, unless an immediate action is required. Feedback that results in material changes to the policy will be documented in the Continuous Improvement or Corrective Action register.

References

Source	Document Title	Version/Date
Internal	Academies Australasia Group Corporate Governance Statement	Annual Report 2016/2017 on www.academies.edu.au
	AAPoly Code of Conduct for Staff	v. 5.0 (Jan. 2015)
	AAPoly Performance Review Procedure	v. 3.2 (22 Nov. 2017)
External References	Higher Education Standards Framework	2015
	ASQA Standards for Registered Training Organisations	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018