



TYPE OF DOCUMENT:	POLICY
TITLE:	PERFORMANCE EVALUATION AND PROFESSIONAL DEVELOPMENT
DOCUMENT NUMBER:	POL29
VERSION NUMBER	2.0

POLICY STATEMENT

Perth Boat School acknowledges that all personnel (staff or contractors) are of critical importance to the success of the business in meeting customer needs and achieving strategic objectives. Perth Boat School will ensure that each person employed to conduct training, assessment or client services on behalf of Perth Boat School, is competent for the functions they perform.

Perth Boat School will ensure it manages the performance of all staff and contractors through a performance management process.

In addition, and as a result of performance evaluation, Perth Boat School will provide relevant opportunities for professional development of its staff and contractors who are involved in training assessment or client services.

It is Perth Boat School's policy to:

- * have written procedures in place for the ongoing development and performance evaluation of all staff and contractors;**
- * ensure that all persons have the relevant competencies to undertake their activities;**
- * have training delivered and assessments carried out by personnel with the knowledge, experience and skills necessary to ensure quality learning;**
- * ensure that all trainers hold the Certificate IV in Training and Assessment or Certificate IV in Assessment and Workplace Training; and**
- * ensure that all Assessors will hold the relevant competencies as specified in the AQTF.**



PERFORMANCE EVALUATION AND PROFESSIONAL DEVELOPMENT OF RTO PERSONNEL

1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to have appropriately qualified and experienced personnel along with processes and procedures in place for managing the competence of RTO personnel.

Perth Boat School recognises the invaluable contribution of personnel to maintaining efficient and effective business operations. As such, it is vitally important that policies and procedures for performance evaluation and ongoing professional development of all RTO personnel are applied to ensure that those personnel engaged possess the required qualifications, experience and personal attributes.

2.0 POLICY PRINCIPLES :

2.1 Performance Evaluation & Review

- All staff and contractor trainers and assessors will undergo a formal performance evaluation process at least every twelve months.
- Performance evaluation and review is about reviewing past performance positively and making plans for ongoing and professional development to assist the individual achieve personal career goals and enhance workplace performance.

2.2 Professional Development

- All staff and contractor trainers and assessors will be provided with ongoing professional development opportunities in line with their job role to complement their existing skills and develop new ones.
- Professional development will occur each year.
- Professional development opportunities will be discussed and planned primarily during the performance evaluation and review process, however may also be invoked as needs arise.

3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- F29_01 Performance Evaluation Template
- F29_02 Staff File form
- F31_01 Staff File & PD Record



4.0 PROCEDURES :

PERFORMANCE EVALUATION AND PROFESSIONAL DEVELOPMENT
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Step One – Staff /Contractor Induction

- 1 All staff and trainer/ assessor contractors are provided an induction and Trainer Manual (as per Recruitment, Selection and Induction Policy).

Step Two – Train the Trainer /Assessor

- 1 The Director of Perth Boat School will coach the Trainer and may sit-in on part or the entire first training program conducted by the trainer. The Director Perth Boat School will provide feedback to the trainer on their performance.
- 2 The Director of Perth Boat School will coach the Assessor and may accompany the assessor to the assessment for the first assessment occasion. The Director Perth Boat School will provide feedback to the trainer on their performance.

Step Three – Initial Performance Review
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- 1 All Staff, Trainer /Assessor receives first performance evaluation review after 3-6 months with Perth Boat School.
- 2 All Trainers/Assessors and staff are provided with information regarding the performance evaluation process plus a self assessment to complete prior to meeting with the Director Perth Boat School
- 3 The Director of Perth Boat School will complete a review of performance of each individual.
- 4 The Trainer/Assessor/Staff member meets with the Director of Perth Boat School for the performance evaluation, in accordance with the partnering agreement.
- 5 The Trainer/Assessor/Staff member and Director of Perth Boat School discuss the ratings that each person made regarding the Trainer/Assessor/Staff member.
- 6 The Trainer/Assessor/Staff member and Director of Perth Boat School will agree on an appropriate performance rating.
- 7 The Director of Perth Boat School gives the Trainer/Assessor/Staff member feedback on overall performance.
- 8 The Trainer/Assessor/Staff member and discuss career prospects, personal goals, business objectives and plans of the individual along with professional development opportunities, making a training action plan.
- 9 The Trainer/Assessor/Staff member provides feedback to the Director Perth Boat School.
- 10 The performance review concludes with both parties signing the performance evaluation documentation.



- 11 A copy of the documentation is provided to the individual and the original is kept on the personnel file.

Step Four – Professional Development

- 1 Trainer /Assessor /staff member undertakes professional development in accordance with the plan as identified by the performance evaluation review.
- 2 Adhoc professional development may be identified and undertaken as appropriate.

Step Five – Annual Performance Review

- 1 After the first initial review, all staff/Trainer/ Assessors undertake Annual performance evaluation reviews with the Director of Perth Boat School as per Step three.
- 2 Annual Performance evaluation review provides ongoing opportunities for Professional Development.