

Policy Name	Achievement Review and Professional Development Policy
Policy Description	This policy reflects Carclew Youth Arts commitment to encouraging and supporting the continuing professional development of its staff. The policy provides a process for review and professional development of staff. The purpose of this policy is to support Carclew Youth Arts' commitment to providing a productive and satisfying work environment.
Who needs to comply with this policy?	Staff employed by Carclew Youth Arts on a full/part time basis. Contract, casual, agent, unpaid and voluntary basis as required.
What do I need to know?	<p>As a representative of Carclew Youth Arts, you must:</p> <ul style="list-style-type: none"> <li>• Participate in an Achievement Review and Professional Development plan annually.</li> <li>• Sign off on the agreed Achievement Review plan and a Professional Development plan.</li> <li>• Have access to professional development opportunities and resources.</li> <li>• Have a clear understanding about your role, responsibilities and expectations of your position.</li> </ul> <p>As a representative of Carclew Youth Arts, you must <u>not</u>:</p> <ul style="list-style-type: none"> <li>• Disclose confidential information without authorisation.</li> </ul>
What guides this policy? And where can I get more information?	<ul style="list-style-type: none"> <li>• Public Sector Act 2009</li> <li>• South Australian Public Sector Employees Code of Conduct March 2009</li> <li>• Code of Conduct and Procedure</li> </ul>
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## Achievement Review & Professional Development Policy

### 1. Background

The South Australia *Public Sector Act 2009* requires organisations to establish and administer effective staff review and development systems.

Carclew Youth Arts has a commitment to managing the business of the organisation to the highest industry standards. The Carclew Youth Arts Board acknowledges that its staff is the key to the attainment of this goal. By encouraging and supporting the continuing professional development of its staff the Board is assisting them in their contribution to this commitment.

Carclew Youth Arts considers the review process as an integral component of the staff achievement review and professional development framework.

### 2. Purpose

An effective process of review and professional development is an important part of Carclew Youth Arts annual strategic and operational planning processes, which ensures alignment between the progression and development of individual staff and the goals and objectives of the Organisation. The purpose of this policy is to support Carclew Youth Arts' commitment to providing a productive and satisfying work environment.

### 3. Scope

This policy applies to all staff employed by Carclew Youth Arts for more than one year on a full-time or part-time and either ongoing or fixed term basis. Staff occupying a position of less than twelve months duration, including casual staff are encouraged to participate in an Achievement Review and Professional Development plan (ARPD) or an abbreviated version thereof, which is to be negotiated between the staff member and the supervisor. Either the staff member or supervisor can initiate the negotiation.

ARPD for staff provides the basis for a supervisor/manager and staff member to work together to assess a staff member's achievements against established objectives and identify needs and opportunities for staff and career development. This process includes a review of achievements annually and regular feedback throughout the year. There is both a written and face-to-face component to each review.

### 4. Definitions

**ARPD:** Achievement Review and Professional Development plan.

**Professional Development:** Organised personal, career and/or professional training which contributes to the staff member's ability to undertake their role in an effective and satisfying manner and which leads to career and personal enrichment.

**Career Development:** Organised career training which contributes to the staff member's role in an effective and satisfying manner.

**Work Based Learning:** Structured learning managed by an organisation and focused on learning through work.

**Achievement Review Plan:** Documents the goals and strategies to be achieved during the review cycle.

**Professional Development Plan:** Documents the goals, strategies and resources for training and development during the review cycle.

**Review Cycle:** The period of time which the review occurs.

**Self-directed learning:** The method used when a learner, rather than an institution, controls both the learning objectives and the means of learning. It is a continuous process, often informal, and an important factor in lifelong learning.

## 5. Policy Statement

5.1 Carclew Youth Arts is committed to supporting the professional development of staff through the application of the following principles:

- Every staff member will have access to professional development opportunities and resources.
- Program areas will have an allocation of funding within their program budgets for professional development for all staff.
- Professional development is a responsibility shared by the individual staff member, the individual staff member's manager/supervisor and the Organisation.
- Professional development is an integral part of Carclew Youth Arts strategic planning process. A component of this process ensures that all training and development opportunities meet the core requirements of the Organisation and employees' roles and responsibilities.
- Wherever appropriate, development activities will be underpinned by mentoring. Senior staff shall offer leadership and support for the professional development of staff.
- Staff will be encouraged and supported to share and apply their new skills and knowledge in their work practice.
- Acknowledgment that continuing and regularly reviewing professional development of staff to support and encourage opportunities for continuous learning.
- Evaluation of employee participation, outcomes and the relevance and quality of professional development activities on an ongoing basis.

5.2 ARPD aims to:

- Provide opportunities for the recognition of achievements of employees and the acquisition of knowledge and skills.
- Ensure staff are clear about their role, responsibilities and expectations of their position by providing the opportunity for clarification of any changes to an employee's role. Therefore, assisting staff to meet the immediate and future challenges of their position.
- Ensure supervisor/manager fulfil their roles and responsibilities in relation to the management of the successes and development of their staff. Also providing a context in which supervisors/managers can ensure alignment between the achievements and development of staff, and the goals and objectives of the Organisation.
- Improve communication between staff and supervisor/manager.
- Provide a framework for regular feedback to staff about their achievements, and an opportunity for staff to reflect upon their professional and career development. Also, to plan and identify goals for the future.
- Provide guidance on career development and the opportunity to identify and address staff development and training needs.
- Provide feedback to supervisors so they are able to effectively manage the work environment and plan for the effective utilisation of staff resources.

5.3 An important component of Carclew Youth Art's planning and development process is the discussion of the employee's professional and career development. Examples of opportunities may include:

- Undertaking professional development short courses or conferences.
- Undertaking further studies related to their profession/role/career pathway.
- Opportunities for career development within the Organisation through internal

- vacancies.
  - Professional development programs including induction and work based learning; undertaking research or project work; networking and mentoring programs; and organisational planning and team-building days.
  - Recognition of being a member of a professional board or committee; participating in internal or external committees; assessor on state or national committees; volunteering as a participant of a professional forum or special interest group; judging or assessing professional excellence awards; participating in a mentor program; writing articles for professional magazines or journals, participation in research related to individual profession.
  - Recognition for other continuing professional development activities including self-directed learning.
- 5.4 It is part of every supervisor's/manager's role to provide support and guidance to their staff and to discuss achievements and development.
- Program areas are required to plan and prioritise the development needs of their employees in alignment with organisational goals.
  - Supervisors/managers are expected to ensure that staff have access to relevant professional development activities and opportunities.
  - Employees are required to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.
- 5.5 Together, each staff member and his/her supervisor will develop an Achievement Review plan and a Professional Development plan, and then agree on how these plans will be implemented. Supervisors/managers, as part of the planning and development process, must approve and support agreed individual development plans in line with organisational program plans and budgets.
- Employees can request another reviewer and reviewers will have the option of declining to review an individual. Where an alternate reviewer is negotiated the formal supervisor remains the official supervisor. Wherever possible, staff should have the same reviewer from year to year. Employees can request that a third person be involved in the review process, however, ordinarily there will be no third party involvement.
- 5.6 Both staff member and supervisor/manager must sign off on the agreed Achievement Review plan and a Professional Development plan.
- 5.7 A record of the outcomes of the planning and development discussions will be kept. The original signed Achievement Review and Professional Development plans will be kept on the staff member's personnel file. A copy of the review will be given to the staff member.
- The collection and use of information as part of the review process is regulated by a range of existing Acts and administrative instructions. Under the *Public Sector Act 2009* all agencies must establish and maintain one personnel file for each employee. An employee is entitled to, on request, inspect the contents of their file and/or obtain a copy. Any electronic information must also be available on request of the employee. Other than the employee, the only persons who are permitted to have access to a personal file are those who are required, in the course of their duties to refer to the particular file. Carclew Youth Arts staff personnel files are confidential and kept in a secure place.
- 5.8 Any review will be based on the relevant position description and the expected outcomes of the role in relation to the goals and objectives of the Organisation.
- 5.9 ARPD is a recurring process that requires the staff member and his/her supervisor to

meet regularly throughout and at the end of the cycle to review achievement of these plans, and develop new ones to commence a new cycle. ARPD will occur over a twelve month cycle.

5.10 Employees are expected to comply with relevant Acts, Awards, regulations, guidelines and policies relevant to their work. Supervisor/managers have the additional responsibility of monitoring that behaviour is consistent with these requirements. If behaviour and/or progress is deemed to be "unsatisfactory", provisions can be implemented in accordance with appropriate Awards and Agreements, such as the *Public Sector Act 2009*, *Public Sector Code of Conduct March 2009*, and *Carclew Youth Arts Code of Conduct and Duty of Care Policy and Procedures*.

- Concerns about a staff member's progression and/or conduct should be addressed by the supervisor/manager as soon as possible and not held over to the review. In the first instance, concerns should be managed by a supervisor/manager through a process of structured counselling. This provides an opportunity for the resolution of the concerns within an agreed time-frame through clarification of expected objectives and productivity standards, regular feedback and where appropriate, further training.

5.11 A staff member may invoke the *Grievance Resolution Procedures* where he/she believes that he/she has been treated unfairly in the application of ARPD, eg. by an unfair or biased evaluation of achievements.

## **6. Procedure Title**

Achievement Review & Professional Development Procedure

## **7. Responsibility for implementation**

7.1 The Chief Executive Officer will advise staff members of the new policy and procedures immediately. Staff Achievement Reviews will be scheduled and carried out using the endorsed policy, approved procedures and template.

7.2 The Policy Administration Officer will advise all Carclew Youth Arts staff members that the Achievement Review & Professional Development Policy, Procedure and Template will be available via the Carclew Youth Arts Server. The policy, procedure and template will be listed on the Carclew Youth Arts Policy webpage.

7.3 Responsibility for providing the time, resources and directions for professional development of the planning and development review process will rest with the program areas; with the staff member's supervisor/manager. Supervisors/managers are able to consult the Manager, Finance & Operations and the Chief Executive Officer, with respect to the available means for staff development and their appropriateness of development needs.

## **8. Policy Status**

Created: 14 September 2010

Endorsed: 4 November 2010

Review Date: 4 November 2012

## **9. Key Stakeholders**

Carclew Youth Arts Staff

## **10. Approval Body**

Carclew Youth Arts Strategic Team

Meeting Date: 19 October 2010

**11. Endorsement Body**

Carclew Youth Arts Board  
Meeting Date: 4 November 2010  
Agenda Item: Item 10

**12. Legislation**

*South Australia Public Sector Act 2009*  
*South Australian Public Sector Employees Code of Conduct March 2009*

**13. Related Policies / documents**

Achievement Review & Professional Development Procedure  
Code of Conduct and Procedure  
Grievance Resolution Policy and Procedure  
*Commissioner for Public Employment Ethical Conduct Guideline 2001*

**14. Date effective**

This Policy is effective as of 4 November 2010

**15. Next Review Date**

This Policy is due for review 4 November 2012

This Policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

**16. Policy Author**

Policy Administration Officer, Carclew Youth Arts

**17. Contact**

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