

PROCEDURE		
Ref. to Legislative Frameworks: HESF2021: Standard 3.2 SRTO2015: Standard 1.13-1.16 & 8.5 National Code 2018: Standard 11.2.5	Staff Performance Review	
Version: 4.1	Procedure Owner: Chief Executive Officer (CEO)	Issued on: 06/03/2018 Review by: 15/02/2025

Revision History

Current Version	Description of Change	Procedure Developers	Effective Date
4.1	Procedure updated to: <ul style="list-style-type: none"> • reflect HESF 2021 • replace non-gender-neutral words • remove version numbers in the Reference Table • remove the Policy Statement clarify this policy applies to all staff 	Chief Executive Officer	15/02/2023
4.0	Non-academic Staff Performance Review	CEO	06/03/2018
3.2	Updated the content for currency Allocated reference to National Code 2018	HR Manager Quality Assurance Support Officer	22/11/2017

PURPOSE

This document sets out Academies Australasia Polytechnic (AAPoly)'s procedure on managing individual staff member's performance.

SCOPE

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

DEFINITION

The Staff Performance Review Process involves annual meetings (or, in the case of academic staff, aligned with academic calendar) between an employee and their supervisor to plan and review individual performance and professional development. The process also involves reviewing 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 Staff Performance Review.

PROCEDURE

1. Performance review at AAPoly is a cyclical process, conducted once annually, and provides input to the salary review or promotional considerations. Refer to the Staff Performance Review and Personal Development Form.

1.1. Individual review of recent performance

This step involves the employee and their direct Manager individually and separately reviewing the employee's recent performance. Performance objectives shall be based on "meeting performance requirements" for the employee's position, as specified in the employee's Position Description. This is also an opportunity to ensure that each staff member has an appropriate position description.

1.2. Discussion between the employee and their direct Manager

At a mutually agreed time, the employee and their direct Manager will:

- (a) Review the responses in the Staff Performance Review and Personal Development Form;
- (b) Discuss expectations and achievements; and
- (c) Provide feedback to the employee (by the direct Manager) and feedback to the direct Manager (by the employee) – to resolve any contentious issues.

1.3. Action Planning

This step involves:

- (a) reviewing and reporting on the employee's achievements and professional development for the performance period just ended;

- (b) giving feedback to the employee regarding achievements in relation to the agreed performance objectives and/or the position requirements; and
- (c) agreeing on identified areas for improvement or further development.

1.4. Professional development

This step involves:

- (a) **performance improvement** – the aim is to provide an employee with opportunities to improve skills and knowledge in identified areas so that they may overcome any performance difficulties at an early stage and meet performance requirements at the next review;
- (b) **performance enhancement** – the aim is to encourage and acknowledge an employee for meeting or exceeding performance requirements, and provide opportunities to further develop their skills and knowledge for purposes such as job enrichment, maintaining competence, and keeping up-to-date with the latest developments; and/or
- (c) **career development** – the aim is to provide an employee with opportunities to develop skills and knowledge in preparation for another position or a more senior role that they may wish to pursue.

2. Recognising High Performance

Recognition for “meeting performance requirements” may constitute:

- (a) salary/remuneration progression;
- (b) eligibility for considerations towards AAPoly’s promotions or new positions; and/or
- (c) eligibility for job rotation and other professional development opportunities.

3. Managing Poor Performance

3.1. Specific actions associated with “below performance requirements” are:

- (a) development and implementation of a performance improvement plan – this plan has a primary focus to improve areas of an employee’s performance that do not meet expectations for their position, and an optional secondary focus to enhance areas of performance that meet expectations; and
- (b) a formal progress meeting, to be held within two (2) months of the annual performance review meeting, for the specific purpose of reviewing identified areas of under-performance.

3.2. Common actions associated with “below performance requirements” are:

- (a) withholding salary/remuneration progression;
- (b) eligibility for considerations towards AAPoly’s promotions or new positions.

4. Access to and Use of Performance Review Documents

Access to an employee’s performance management documents is limited to the employee, managers in the hierarchical chain, and the HR Manager whose duties require them to have access to these documents for the purposes of performance management administration.

Performance review documents may be used as supporting evidence when decisions are being made by the appropriate authority regarding:

- (a) remuneration progression;
- (b) performance recognition or awards;
- (c) internal recruitment/promotion processes;
- (d) participation in professional development activities, including secondment, staff exchange and job rotation;
- (e) attendance at external conferences or seminars;
- (f) unsatisfactory performance.

RESPONSIBILITIES

- The HR Manager is responsible for overseeing the Staff 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 Staff Performance Reviews within their respective Departments and organisationally.

FEEDBACK

Questions 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 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
Internal	Academies Australasia Group Corporate Governance Statement
	AAPoly Code of Conduct for Staff
	AAPoly Performance Review Policy
External References	Higher Education Standards Framework
	ASQA Standards for Registered Training Organisations
	National Code of Practice for Providers of Education and Training to Overseas Students