
TRAINING AND DEVELOPMENT PROCEDURE

Appraisal Process and Personal Action Development Planning

Purpose

The purpose of the appraisal process is to encourage employees to assess their own performance and to ensure employees get feedback on their progress.

The purpose of the Personal Action Development Plan is:

- To ensure employees and employers work together setting objectives and updating position descriptions, and specifications to meet 's objectives
- To ensure that all employees have the skills, competencies and knowledge necessary to do their job
- To encourage all employees to consider their personal development and ways they can continually improve their personal effectiveness in their current position and prepare for career development
- To ensure training and development is job relevant and aligns with 's strategic objectives.

Scope

This procedure applies to all employees and contractors.

Definitions

Training	Any activity that improves work related skills and competencies.
Employment Related Skills	All skills, areas of knowledge or competencies that is necessary for carrying out business activities.
Personal Objectives	Objectives that will enhance performance in the current role and develop the employee for the future. These must fit business/team objectives and agreed to by the employer with target dates for completion.

Procedure

The procedure for undertaking the performance appraisals is a two-stage process, occurring twice a year.

Part 1. Overall Appraisal Process:

- Completed twice per year between June-July and a midyear review occurring between December - January
- *Part 1* of the review is to be completed by the employee and returned by the due date
- The reviewer and employee will then discuss comments in the review meeting
- This Process should be non-threatening and encouraging. It must not be confused with disciplinary action, which should occur independently of this review process. Therefore it is important that *no new negative performance issues should be raised in this process*
- If required, as a result of the review process the Position Description may need to be reviewed and updated
- This document will be kept confidential in the employees personnel file. The employee may keep copies if they require

Part 2. Personal Action and Development Plan (also used for midyear review)

- At the review meeting the reviewer and the employee will work on a 'Personal Action and Development Plan' together
- This should include reassessing objectives, reviewing the previous plan and look at what training has or has not been completed. During this process both the reviewer and the employee should be assessing whether the completed training satisfied objectives as well as reviewing why training may not have been completed
- New goals & objectives for the year ahead to be set as well as a corresponding training plan
- This document should be returned and kept in their personnel file. A copy should be kept by the employee for their own reference

Mid year review

The reviewer and employee are to discuss and review the Plan (particularly around goals and training) undertaken at the first review, making relevant changes as required.

Training Form

For any training that takes place, a Training Form ([FOR18](#)) should be completed, signed off by the relevant person and placed in the employees personnel file.

Claw Back Policy

A claw-back letter may be used if the training cost are a substantial investment, this is to ensure the company is able to receive appropriate return on that investment. If this is the case an employees who leave the business within 12 months from the results release date or completion of course will be required to repay the full fee for the training.

Documentation

Personal Action and Development Plan Part 1	FOR10
Personal Action and Development Plan Part 2	FOR10a
Management Feedback form	FOR10b
Training Form	FOR18