



Macarthur Community College Inc
RTO ID 6860

| POLICY | | | | |
|---|---|---|-------------|---------|
| Title | Staff Appraisal | | | |
| Purpose Describe policy intent | To outline the College intent to undertake staff appraisal | | | |
| Scope List who this policy and procedure applies to | Program Manager VET Manager Office Staff | | | |
| References and legislation | National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 | | | |
| Definitions | | | | |
| Policy | <p>The performance of all staff will in all cases be judged against the appropriate document/s for each particular member of staff and may include code of conduct, appropriate awards and College position descriptions.</p> <p>The College will undertake annual staff appraisal and will use methodology of self-assessment, open discussion and feedback from supervisor and/or Principal and linked with the College's operational objectives. The College will adhere to good industrial practice in dealing with matters on staff appraisal.</p> <p>Opportunities to undertake appropriate re-training and development will be included in the staff appraisal where and when required.</p> <p>A confidential record of staff appraisal will be held in College records.</p> | | | |
| Relevant documentation | Modern Award Position descriptions | | | |
| Communication and support for staff | Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request | | | |
| Procedure | | | | |
| Review date | March 2016 | | | |
| Mapping to Standards for RTOs | 8.1, | | | |
| Version and Date issued | Version | 1 | Date issued | 01/4/15 |
| Developed By | VET Manager | | | |
| Approved by | Principal | | | |

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