

Professional Development Nominated Supervisor

NQS Element 7.2.3 Development of professionals

Name of the person conducting the checklist: _____ Date: _____

Practices

Do you assess the performance of employees and review their training plan at least once every 12 months?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you encourage employees to regularly reflect on their own learning and professional development goals, and to discuss the outcome with you or the Room - Group Leader/Educational Leader?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have processes in place to adjust employee's training plans based on their reflections?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
If the performance of an employee is below expectations do you immediately implement a performance management process and organise any required training?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you establish processes where staff can share knowledge eg Room/Group Leader meetings, staff meetings	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

During the performance review process do you:

• use an employee's job description, Code of Conduct, service core values, service philosophy and any previous review to discuss employee's performance?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• review and if necessary clarify job role and expectations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• encourage employees to assess their own performance against their job description, code of conduct, core values of service?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• recognise the strengths and contributions of each employee?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• discuss identified areas needing improvement?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• involve the Educational Leader in providing feedback and setting goals for educators?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• discuss future opportunities within the position/service and employee goals?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• develop an action plan for professional development/training based on goals, strengths and identified training needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• identify most appropriate form of training eg mentoring, coaching, external refresher course?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• set clear timelines for training, goals and reviews?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• get feedback about how the appraisal process could be improved?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required