



FACT SHEET

PSA FAQs

Performance Development Plans

What training is available?

PDP training is available through eLearning. The training is optional, but the PSA recommends that you undertake the training before commencing the PDP process. By understanding the process, you will get more value from your participation. Under your Award (Section 12: Training and Development), SAS staff have an obligation to maintain and update their skills and the Department has an obligation to provide opportunities to do this.

When do I do the training?

The training is designed to be done during working hours. The PSA's position is all authorised work beyond ordinary hours should be paid overtime (including the option of time in lieu), in accordance with Section 11 (Training and Development) of your Award.

How many goals do I need?

Usually between three-to-five goals. Other appropriate scenarios could include developing group goal/s, or applying the PDP process to a current project. If there is any difficulty in discussing and agreeing appropriate alternatives in your school, please advise the PSA.

Who is my line supervisor?

PDP supervisors will generally be the day-to-day supervisors of staff, consistent with their statements of duty.

How will the goals be measured?

The use of SMART goals should assist in establishing whether goals have been achieved. In the DoE Procedures document, section 5.5 (Assessing Performance) outlines the process of review, and section 5.9 (Resolving Concerns) addresses the process if there is disagreement, with an emphasis on informal and local resolution. The Complaints Resolution procedures should be used initially if there is no resolution. The PSA can assist in this process



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How is your PDP managed where members work across several sites as permanent or as Long Term Temporary staff, or in different SAS Staff classifications?

While this will be decided by the respective principals, it is expected practicality and common sense will be exercised. For example, a member would complete their PDP process in their dominant classification. If there is any difficulty in making appropriate arrangements, members should contact the PSA.

Are short-term temps required to undertake PDPs?

No, if the term of temporary employment is under ten weeks.

What process is available when there is disagreement about goals or final outcome?

If this is unable to be resolved between the supervisor and staff member then the complaints process can be used. Members can be supported by the PSA.

I am concerned PDPs will be used as a performance management tool and not for development.

The Department of Education has assured the PSA that this will not happen. If you feel the process has not been properly managed, contact the PSA for further advice and assistance.

Is there a ban on participating on Performance Development Plans (PDPs)?

No. There was a PSA ban from July – December 2016 after which it was lifted by a resolution of the Schools Departmental Committee.

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For further information, contact the PSA to organise a meeting on **1300 772 67**