

Staff Probation Procedure

1. Purpose and Scope

- 1.1 The Staff Probation Procedure operationalises the Staff Performance Policy as it applies to induction and probation.
- 1.2 The procedure applies to all academic and non-academic staff.

2. Definition

Refer to *Glossary of Terms*. In addition:

Probation means the defined period of time during which a new staff member's performance and conduct are subject to formal assessment. During the probation period, the staff member is provided with continuing constructive supervision and support to confirm progress and/or identify difficulties and develop strategies for their resolution.

3. Procedure

Induction

- 3.1 Induction is the systematic process by which a new staff member is introduced to the AIAT, their new job, colleagues and the work area, thereby enabling the new staff member to settle and be productive in their job as quickly as possible.
- 3.2 All new staff members are expected to complete induction, including staff appointed on a casual basis.
- 3.3 On the first day of employment at AIAT, the new staff member meets with their manager or an alternative appropriate staff member to commence induction.
 - 3.3.1 At this time, work-load allocations are discussed.
- 3.4 Within one week of commencement, the new staff member will be expected to:
 - 3.4.1 Have read and signed the Staff Code of Conduct.
 - 3.4.2 Have completed all health and safety induction requirements.
 - 3.4.3 Be familiar with other important AIAT systems (such as IT), and policies and procedures, particularly those applicable to their role.
 - 3.4.4 Have set, in consultation with their manager, their measurable performance goals.

Probation

- 3.5 Where probation has been made a requirement for a new staff member (as set out in their letter of offer), the usual practice is that the manager prepares a Probation plan with the staff member concerned.
 - 3.5.1 This process starts as soon as practicable after the staff member has commenced employment.

- 3.5.2 The Head of Institute is normally the relevant manager for new academic staff members.
- 3.5.3 Regular feedback should be given during probation, in addition to any scheduled formal meetings.
- 3.6 The purpose of a Probation plan is to:
 - 3.6.1 Ensure role clarity;
 - 3.6.2 Establish measurable performance goals based on the requirements of the position and the staff member's work allocation;
 - 3.6.3 Sets out any mandated professional development expectations.
 - 3.6.4 Records progress and achievement of performance goals.
 - 3.6.5 Document concerns or deficiencies in performance and/or conduct and action taken to remedy them.
- 3.7 If at any stage during probation a manager has concerns about the staff member's performance or conduct, they must notify the CEO or the Human Resources Officer promptly.

Outcomes of Probation

- 3.8 An appointment can be confirmed or terminated during the probation period.
 - 3.8.1 The new staff member's manager will raise any deficiency in performance or conduct promptly, and provide the new staff member with the opportunity to take corrective action. Any action to proceed with the termination of the new staff member's employment during the probation period will be subject to the Dealing with Unsatisfactory Performance and Misconduct Procedure.
- 3.9 The manager undertakes a final review of probation, including confirming whether the staff member has successfully completed any mandated professional development.
- 3.10 The manager makes a written recommendation to the CEO as to whether to confirm or terminate the appointment.
 - 3.10.1 The Head of Institute must co-sign the recommendation as it applies to new academic staff members (if they are not the managing the Probation process for the academic staff member concerned).
 - 3.10.2 The staff member is advised that their ongoing or fixed-term appointment is confirmed.
- 3.11 Where the CEO has endorsed a manager's recommendation to terminate the appointment:
 - 3.11.1 The manager meets with the staff member to advise them accordingly.
 - 3.11.2 The CEO's decision is final.
- 3.12 The staff member will be given notice in accordance with their contract of employment or the relevant Award.

- 3.13 After the successful completion of probation, the staff member participates in the next schedule round of the performance, planning and review (PPR) process.

4. Roles and responsibilities

- 4.1 The CEO is responsible for:
- 4.1.1 Confirming or not an appointment after a probation period (in conjunction with the Head of Institute for academic staff appointments).
- 4.2 In addition to the responsibilities as a manager, the Head of Institute is responsible for:
- 4.2.1 Endorsing, with the CEO, probation recommendations in relation to academic staff appointees.
- 4.3 Managers are responsible for:
- 4.3.1 Encouraging new staff member's engagement with AIAT and its strategic priorities and operational goals as a new higher education provider.
 - 4.3.2 Undertaking an induction process for all new appointees, which includes clarifying workload allocations and relevant expectations and practices.
 - 4.3.3 Developing a Probation plan when required.
 - 4.3.4 Mentoring and giving constructive guidance, feedback and support.
 - 4.3.5 Maintaining records of meetings, agreements and outcomes, and collating evidence of progress and achievement.
 - 4.3.6 Discussing any deficiency in performance or conduct promptly, and providing the opportunity to take corrective action. This action must be documented.
 - 4.3.7 Conducting the final review of probation and making the recommendation to the CEO (and Head of Institute where required).
- 4.4 New staff members are responsible for:
- 4.4.1 Participating actively and positively in the induction and probation process.
 - 4.4.2 Taking reasonable action to achieve performance and development goals, collating evidence as appropriate.
 - 4.4.3 Ensuring they successfully undertake any required professional development that may be set as part of their Probation plan.
 - 4.4.4 Seeking early guidance and clarification when expectations are unclear or difficulties have been encountered.
- 4.5 The Human Resources Officer is responsible for:
- 4.5.1 Supporting the CEO, the Executive Management Group and other managers meet their responsibilities under this procedure, the staff member's contact of employment and related matters (including in relation to the industrial award).
 - 4.5.2 Implementing clear, consistent practices across AIAT for induction and probation.

5. Procedure Details

Institution	Australian Institute of Advanced Technologies (AIAT)
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Procedure name	Staff Probation Procedure
Procedure Reference No.	PROC – 53a
Procedure Approval	Board of Directors
Procedure Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	Not applicable
Related Documents	Staff Performance Policy Staff Performance Planning and Review Procedure Dealing with Unsatisfactory Performance and Misconduct (Staff) Procedure Staff Code of Conduct
Related Legislation	Fair Work Act (Cth) 2009 Educational Services (Post-Secondary Education) Award
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Australian Government – Fair Work Ombudsman https://www.fairwork.gov.au/ [accessed 6 December 2021] University of the Sunshine Coast (June 2021) Performance Management – Operational Policy University of the Sunshine Coast (June 2021) Probation for Academic Staff – Procedures University of the Sunshine Coast (May 2018) Probation for Professional Staff – Procedures Southern Cross University (February 2021) Probation Procedures
Date of approval	3 February 2022
Review date	December 2024
Policy Category	Operational

6. Document Version Control

Document No	PROC – 53a	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	8/4/2022	Modified policy number
Created Date	Feb 2022		

