

Strategic Objective:

2. People and Culture



POLICY: 2.3 Continuing Employment and Performance Development

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Purpose This policy is intended to clearly outline QEC's commitment to ensuring high quality employment and performance development practices

Target Audience This policy applies to all QEC employees including permanent employees, casuals, contractors, volunteers, students, and honorary appointees.

Definitions

- Policy**
- QEC acknowledges the importance of developing and maintaining procedures that support best practice in ongoing employment and performance development. This policy sets out how this will be achieved.
 - QEC will:
 - Operate under the Victorian Public Service Code of Conduct and will provide access to the Code for all staff
 - Ensure that employee records are securely kept and maintained in a confidential manner.
 - Provide procedures that check currency and maintain evidence of mandatory requirements such as Victorian Driver's License, Proof of citizenship, Professional registrations if relevant, Police Check, Working with Children Check, mandatory training and performance development reviews, immunisation status.
 - Ensure that employees comply with the Dress Code Procedure
 - Ensure that all employees have a current position description
 - Provide opportunities for employees to engage in workplace activities such as: OHS Committee, Consultative Committee, Project Advisory groups, Project Teams, Presentations and the delivery of training
 - Formally recognise employee service, achievements and commitment in line with QEC vision and values
 - Provide employees with the opportunity to apply for a QEC scholarship in line with the Scholarship procedure
 - Provide efficient procedures that enable effective management of workload including leave and training attendance and accurate employee data
 - Ensure all employees comply with published codes of professional practice, relevant to their role
 - Provide a performance management system with procedures that ensure that:
 - appropriate supervision, coaching and counselling is

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- undertaken to identify and address ongoing performance development requirements including under performance
- complaints and concerns about employee's performance are documented and managed
 - a performance appraisal and development review is available for all employees to ensure competence and promote excellence
 - employees actively participate in the process and take responsibility for their own personal and professional development
 - Adhere to all relevant legislation, industrial instruments and common law in all facets of employee support and workplace relations
 - Provide the necessary training, development, tools and support to ensure compliance with this policy
 - Ensure that all procedures under this policy are fully documented communicated and complied with by all employees

Related Links

- 2.3.1 Code of Conduct
- 2.3.2 Mandatory Requirements
- 2.3.3 Mandatory Training – Fire Training, First Aid
- 2.3.4 Workplace Engagement
- 2.3.5 Performance and Development
- 2.3.6 Managing Under Performance
- 2.3.7 Dress Code
- 2.3.8 Position Description

Key Legislation, Acts and Standards

- Fair Work Act 2009
- Victorian Equal Opportunity Act 2010
- Human Rights and Equal Opportunity Act 1986
- Code of Conduct for Victorian Public Sector Employees
- All relevant Industrial Awards

PLEASE PLACE A 'Y' IN THE BLANK COLUMN relating to the applicable standards below:-
e.g.

1.0	1.1	Understanding Rights & Responsibilities	Y
Empowerment	1.2	Exercising Rights & Responsibilities	

DHS STANDARDS Listing

1.0 Empowerment	1.1	Understanding Rights & Responsibilities	
	1.2	Exercising Rights & Responsibilities	
2.0 Access & Engagement	2.1	Services Are clear	
	2.2	Services are delivered	

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	2.3	Access to Services	
3.0 Wellbeing	3.1	Services Adoption	
	3.2	Services Participation	
	3.3	Goals Documented & Implemented	
	3.4	Reviews, Evaluations & updates	
	3.5	Delivery is in Safe Environment	Y
4.0 Participation	4.1	Choice & Control of Service Delivery	
	4.2	Community Participation	
	4.3	Maintaining Connections with Family & Friends	
	4.4	Strengthen Culture Connection - Aboriginal/Torres	
	4.5	Strengthen Cultural, Spiritual & Language	
	4.6	Life Skills - Develop Sustain Strengthen	

ISO 9001:2008 Listing

4.0 Quality Management System	4.1	General	
	4.2.1	Doc Requirements General	
	4.2.2	Doc Requirements Quality Manual	
	4.2.3	Doc Requirements Control of Docs	
	4.2.4	Doc Requirements Control of records	
5.0 Management Responsibility	5.1	Management Responsibility	
	5.2	Customer Focus	
	5.3	Quality Policy	
	5.4	Planning Inc 5.4.1-5.4.2	
	5.5.1	Responsibility & Authority	
	5.5.2	Management Representative	
	5.5.3	Internal Communication	
6.0 Resource Management	5.6	Management Review	
	6.1	Provision of resources	Y
	6.2	Human resources	Y
	6.3	Infrastructure	
7.0 Product Realization	6.4	Work Environment	Y
	7.1	Planning of Product Realisation	
	7.2	Customer-related Processes	
	7.3	Design & development	
	7.4	Purchasing	
	7.5	Production and service provision	
8.0 Measurement, Analysis & Improvement	7.6	Control of monitoring & measuring devices	
	8.1	Measurement Analysis & Improvement	
	8.2	Monitoring & Measurement	
	8.3	Control of non- conforming Product	
	8.4	Analysis of Data	
	8.5	Improvement	

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Key words

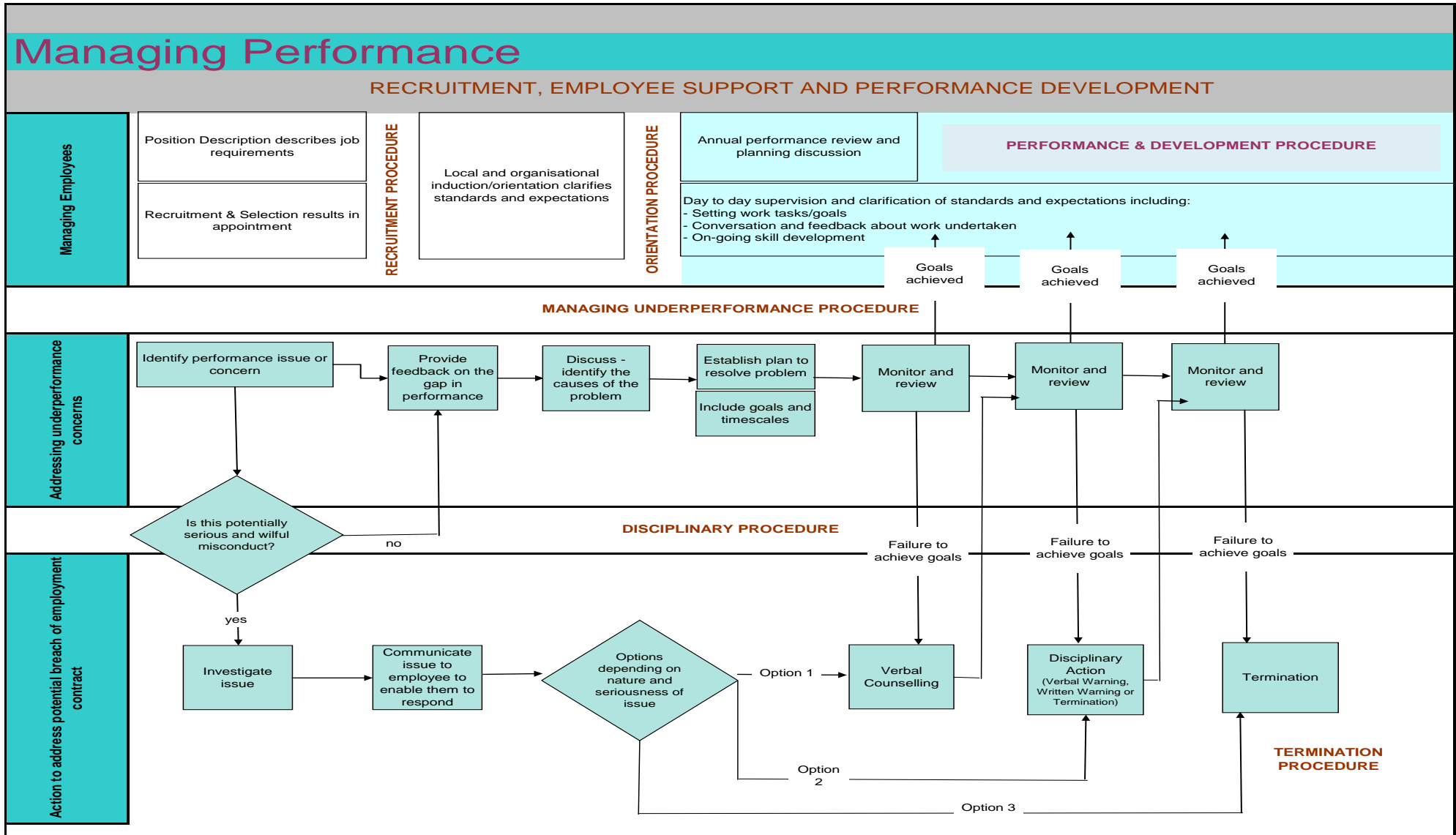
Code of Conduct, Mandatory Requirements, Workplace engagement, Performance and Development, Scholarship, Managing Under Performance, Dress Code, Position Description, Police Check, Working With Children, Mandatory training, Staff forum, Consultative Committee, OHS Committee, Staff Awards, Staff Recognition

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