Professional Development Nominated Supervisor
NQS 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?	○ Yes	○ No	○ 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 Leader/Educational Leader?	○ Yes	○ No	○ NA
Do you have processes in place to adjust employee's training plans based on their reflections?	○ Yes	○ No	○ NA
If the performance of an employee is below expectations do you immediately implement a performance management process and organise any required training?	○ Yes	○ No	○ NA
Do you establish processes where staff can share knowledge eg Room/Group Leader meetings, staff meetings	○ Yes	○ No	○ 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?	○ Yes	○ No	○ NA
review and if necessary clarify job role and expectations?	○ Yes	○ No	○ NA
encourage employees to assess their own performance against their job description, code of conduct, core values of service?	○ Yes	○ No	○ NA
recognise the strengths and contributions of each employee?	○ Yes	○ No	○ NA
discuss identified areas needing improvement?	○ Yes	○ No	○ NA
involve the Educational Leader in providing feedback and setting goals for educators?	○ Yes	○ No	○ NA
discuss future opportunities within the position/service and employee goals?	○ Yes	○ No	○ NA
develop an action plan for professional development/training based on goals, strengths and identified training needs?	○ Yes	○ No	○ NA
identify most appropriate form of training eg mentoring, coaching, external refresher course?	○ Yes	○ No	○ NA
set clear timelines for training, goals and reviews?	○ Yes	○ No	○ NA
get feedback about how the appraisal process could be improved?	○ Yes	○ No	○ NA

Actions required

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