

Corporate Responsibilities Performance Management

Performance Management

The aim of performance management is to:

- ensure graduates are clear about what is expected in terms of their business deliverables and observable workplace behaviours
- develop the performance of graduates and support them to use their strengths to achieve workplace goals.

Performance Management

A Performance and Development Plan is required for both rotations.

PERFORMANCE & DEVELOPMENT PLAN – NON-SUPERVISOR



Employee Name:		Agreement Year:	
Manager/Supervisor Name:			
Division/Branch:			
Scheduled Mid-Cycle Review date:		Scheduled End-Cycle Assessment date:	

Introduction

- > Your PDP sets out expectations for your performance over the next 12 months.
- > These expectations should be developed in line with the ACMA Corporate Plan and Divisional AND Branch Business Plans.
- > You and your manager must regularly review your performance against these expectations.
- > The PDP also sets out the agreed development activities that you will undertake.
- > Planned leave and flexible working arrangements are also included in your plan.

Completing your Performance and Development Plan

Before starting, refer to the [Performance Management Framework](#) intranet page to access:

- > Performance and Development: People Management Instruction
- > Your Branch/Division Business Plan and Corporate Plan
- > How to complete your PDP template

[Click here to display the PDP document](#)

Probation

Your employment is subject to an 11-month probation period.

Probation is an essential formal opportunity to assess demonstrated on-the-job suitability in the ACMA and the APS. Throughout the Graduate Program, your performance, attendance, attitude and adherence to the APS Values and Code of Conduct will be observed and recorded.

Subject to successful completion of the Graduate Program you may be advanced from an APS 4 Graduate to the higher classification of an APS 5.

In order to satisfactorily complete the Graduate Program you must:

- actively participate in two workplace rotations
- satisfactorily complete a probation period
- successfully complete the APS GDP
- attend all learning and development requirements: ACMA e-Learning and APS GDP activities
- achieve a 'Meets Expectations' performance rating in each workplace rotation.

Questions?