

Career Review Form – Support Staff

SECTION 1: Review Details *(to be completed by reviewee)*

Name:		Post:	
Dept/Faculty:		Date of Last Review:	
Reviewer Name:		Reviewer Post:	

SECTION 2: Document Review

Please confirm that you have discussed the following
(to be completed by reviewer)

Please circle:

CPD Log: Submitted to Human Resources	Yes No
Job description	Yes No
Previous Career Review Documentation	Yes No

SECTION 3: Achievement of Objectives

Please give details of objectives achieved since last review, or since start of a new job role:

Objective	Objectives Achieved and comments <i>(to be completed by reviewee and reviewer).</i>

SECTION 4: Support Staff

Discussion on Job Role *(to be completed by reviewee and reviewer)*

You may find the prompts provided on page 5 useful when completing this section.

Key Areas for Reviewer/Reviewee Comments:	Links to Framework	
	ES	*IIP
Expertise/Professional Competence and Development	1.4, 1.2, 1.3, 2.1, 2.6, 3.1	1, 2, 4, 7, 8
Delivering Results	1.2, 1.3, 1.5	1, 8
Communication and Interpersonal Skills	1.1, 1.3, 1.4, 2.4	1, 2, 3
Planning and Problem Solving	1.1, 1.2	6, 8
Improvement and Enhancement	1.4, 2.3	3, 6
Wellbeing, Equity and Inclusion	3.1, 3.2	2, 7

**ES – Education Scotland

***IIP – Investors in People

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SECTION 5: Summary of Key Strengths and Areas for Development
(to be completed by reviewer/reviewee)

<p>Key Strengths:</p>
<p>Areas for Development:</p>

SECTION 6: Objectives for Next Period
(to be completed by reviewer/reviewee)

Reviewee Objectives: <i>(to be completed by <u>reviewer/reviewee</u>)</i>	Linked to: -
	Strategic/Operational Priorities

SECTION 7: Staff Development Requests
(to be completed by reviewer)

Development Need	Benefit to Role	Link to Strategic/Op. Priorities	Planned Date	Action by Reviewee/ Reviewer

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SECTION 8: Review Confirmation *(to be signed by the reviewee and reviewer)*

Reviewer:	Reviewee:
Signed:	Signed:
Date:	Date:

<i>HR use only</i>	<i>Scanned</i>	<i>Saved</i>	<i>Logged</i>
<i>Initial & Date</i>			

DRAFT

Support Staff – Useful Prompts

The following prompts have been developed to provide you with some examples which will help you prepare for your Career Review meeting: -

Theme	Areas for discussion
Expertise/Professional Competence and Development	<ul style="list-style-type: none"> • Professional update • Awareness of legislative changes • CPD
Delivering results	<ul style="list-style-type: none"> • Encourage high performance • Setting objectives • Celebrate achievement • Encourage innovation
Communication and Interpersonal Skills	<ul style="list-style-type: none"> • Communication within team and individuals • Collaboration • Cross-college groups • Networking opportunities
Planning and Problem Solving	<ul style="list-style-type: none"> • Engagement with key stakeholders. • Awareness of local, regional and national priorities • Working in partnership with other departments/faculties
Improvement and Enhancement	<ul style="list-style-type: none"> • Feedback • Analysis and evaluation • Impact on learners' success and achievement
Wellbeing, Equity and Inclusion	<ul style="list-style-type: none"> • Promoting equality, diversity and inclusion • Barriers to learning • Access of information • Equity of success

South Lanarkshire College's Strategic Plan:

“2020 Vision”

Vision:

To be Scotland's leading provider of college education and training.

Mission

“To ensure learners are well prepared for the future by developing their skills, knowledge and understanding in a high-quality learning environment.”

Ethos:

We believe in:

- **promoting equality and diversity**
- **being passionate about our work**
- **continual improvement**
- **high achievement**
- **listening and acting on feedback**
- **sustainability**
- **community and social value**
- **promoting health and safety**
- **innovation**

Strategic Priorities

Priority 1: We aim to have satisfied students.

We will:

- 1.1 Promote equality, diversity and fairness in all our activities
- 1.2 Deliver high attainment rates
- 1.3 Provide high-quality learning experiences
- 1.4 Be creative and innovative in our approaches
- 1.5 Continue to pursue growth

Priority 2: We aim to deliver effective skills training.

We will:

- 2.1 Offer courses that are destination-driven
- 2.2 Engage with employers at local and national level
- 2.3 Nurture strong links with New College Lanarkshire
- 2.4 Develop productive partnerships with volunteering agencies and community groups
- 2.5 Align outcomes in operational plans with Government, Funding Council and other public bodies' agendas for skills' delivery and training
- 2.6 Continue to have strong links with South Lanarkshire Council and contribute to targets in its single outcome agreement
- 2.7 Build on existing strong links with universities and other colleges for student progression

Priority 3: We aim to promote sustainable behaviours

We will:

- 3.1 Promote environmental sustainability
- 3.2 Provide opportunities for staff to develop themselves through professional learning
- 3.3 Deliver financial sustainability
- 3.4 Promote sound governance
- 3.5 Manage risks effectively
- 3.6 Provide effective leadership and management throughout the organisation