

PERFORMANCE PANEL TEMPLATE

DATE:
YEAR:
DEPARTMENT:
ATTENDEES:
APOLOGIES:

PRE-POPULATED BY LEADERSHIP TEAM BEFORE PERFORMANCE PANEL MEETING				POPULATED DURING MEETING	
EDUCATION (LEARNING & TEACHING)		STATUS REPORT	ASSESSMENT OF STATUS	EXECUTIVE COMMENTS	ACTIONS
Completions	GUIDELINES: To become number 1 TAFE in Victoria we aim to ensure that all of our students achieve their reasons for study. For the majority of our students this means completing their course and progressing to work or further study. Review course completion data and identify areas for improvement with actions. Showcase successes. Identify additional support required to increase completion rates				
	SOURCE: Unit completion link				
Missing Results	GUIDELINES: Timely resulting ensures that our students receive feedback and encourages progression towards completion. Overdue results impact on student satisfaction and retention as well as financial performance and contract compliance. Use data to demonstrate the status of missing results and identify actions and timeframes to address missing results (e.g. 1 – 15 days, 16 – 30 days and 30+ days). Discuss how you are leading cultural change, implementing new processes and working within a matrixed management structure to progress timely resulting throughout the year.				
	SOURCE: Missing results link				
ASQA Compliance	GUIDELINES: To become number 1 TAFE it is essential that the Standards for RTOs are not only met but routinely exceeded. They are an enabling framework to achieve excellence in teaching and learning. Highlight progress against Key Performance Indicators. Identify areas that require attention and have clear actions to address with timeframes. Focus areas include the status of TAS documentation, TSMs, Moderation and Validation schedules, assessment tool development, learner guides and other core curriculum documentation.				
	SOURCE: Dashboard link				
Student Attendance	GUIDELINES: Student attendance patterns are a lead indicator for possible withdrawal either at course or unit level. Discuss attendance, indicate concerns, actions and steps being taken to mitigate students withdrawing.				

	SOURCE: Attendance link Consecutive absences link				
PRE-POPULATED BY LEADERSHIP TEAM BEFORE PERFORMANCE PANEL MEETING				POPULATED DURING MEETING	
OUR CUSTOMERS – STUDENTS/PARTNERS	<u>STATUS REPORT</u>		<u>ASSESSMENT OF STATUS</u>	<u>EXECUTIVE COMMENTS</u>	<u>ACTIONS</u>
Enrolments / Attributes	GUIDELINES: Growing enrolments to support skills development in priority industry sectors and increasing participation from underrepresented groups are core strategic objective for Federation TAFE. Discuss strategies that are being implemented to grow enrolments in key priority sectors. Identify actions to increase underrepresented cohorts including ATSI, individuals with a disability, and those from low socio-economic backgrounds. Identify strategies and support required to increase enrolments in priority markets such as the Wimmera region.				
	SOURCE: Enrolment status				
Student & Employer Survey	GUIDELINES: Delivering an exceptional student experience is central to achieving our objective to become number 1 TAFE in Victoria. As will be assisting more businesses to secure the skills they need to succeed in a changing economy and being engaged and responsive to their needs. Highlight actions specific to your Program area that will increase student and employer satisfaction as measured by Federation TAFE's annual LQ and EQ surveys and will drive achievement of metrics targeted to become number 1 TAFE in Victoria (as measured by the Department of Education and Training's annual Student and Employer survey).				
	SOURCE: LQ by course EQ link				
	GUIDELINES: Central to ensuring high levels of stakeholder satisfaction is not only measuring the number and types of complaints within a particular area but our responsiveness and effectiveness in resolving them. Identify and discuss complaint trends and actions to address. Highlight successes in dealing with challenging complaints and the learning that has led to new ways of doing things.				
Student Complaints	SOURCE: Complaints link				

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OPERATIONS/EFFICIENCY	STATUS REPORT		ASSESSMENT OF STATUS	EXECUTIVE COMMENTS	ACTIONS
Financial Measures	GUIDELINES: Business growth and sustainability is a strategic priority. This includes ensuring we are operating as efficiently as possible, optimising revenue, diversifying income and building self-sufficiency (targeting an operating margin of 28%). Discuss the Program area’s overall financial performance against agreed budget. Explore support required to address underperformance in order to meet expectations. Discuss areas of strong performance and where additional resources may be required.				
	SOURCE: Financials link				
Students at Risk	GUIDELINES: Identifying students at risk is a lead indicator for possible withdrawal or non-completion. Identifying students at risk and implementing support measures will improve student satisfaction rates, student retention / completions and enhance financial performance. Identify number and percentage of students who are at risk of not achieving their learning aim at Program and course level. Without talking about specific students, identify potential barriers to success and explore opportunities for wider support, in addition to those already provided.				
	SOURCE: At-risk link				
Retention	GUIDELINES: Student retention is critical to improving student satisfaction and financial performance. Identify and discuss actions that address low student retention rates. Highlight successful initiatives. Highlight impact of collaboration with Student Experience and Administration Services and TAFE Student Support Officers, as examples. Identify additional support that is required.				
	SOURCE: Unit withdrawals link				

PRE-POPULATED BY LEADERSHIP TEAM BEFORE PERFORMANCE PANEL MEETING			POPULATED DURING MEETING	
OUR TEAM (PEOPLE & CULTURE)	STATUS REPORT	ASSESSMENT OF STATUS	EXECUTIVE COMMENTS	ACTIONS
Team Demographics	GUIDELINES: Central to our success will be the ability to attract, retain and develop a high calibre and diverse workforce. Discuss your workforce planning to ensure staffing levels meet operational requirements and demonstrate how you are leading to ensure diversity and inclusion within your program area.			
	SOURCE: Team TAFE			
PRDP	GUIDELINES: Federation is committed to being an employer of choice; a high performing organisation, underpinned by shared values and agreed behaviours. Discuss how your team is tracking against the various stages of the PRDP process (fixed-term and continuing staff). The requirement is to set, monitor and measure objectives for team members. Discuss how you are progressing with embedding Living Values within your team.			
	SOURCE: PRDP summary			
Professional Development	GUIDELINES: Technological advances and the changing economy will mean that our teams will need to learn new skills and become proficient in new fields. Our professional development program is aimed at ensuring capability is aligned with the changing requirements of learners, the evolving skills needs of industry, and supports organisational growth and change. Highlight strategies that are in place to ensure that your team is continuing to develop their skills and competencies as a TAFE teacher and industry professional as per the Standards for RTOs e.g. PD compliance (30 hours per year per industrial agreement), Industry currency / release , Attendance at PD week (full attendance, all sessions).			
	SOURCE: PD & Currency link			
Team Survey	GUIDELINES: The achievement of our vision for the future will be built on the dedication, talent and motivation of our team. The team survey will be a key tool in measuring employee satisfaction, diversity and inclusion, and a range of other measures that are critical to being an employer of choice. Highlight strategies that are in place to address survey results specific to your Program area and an indication that these actions are working.			
	SOURCE: In progress			
	GUIDELINES: The safety of our team, students and visitors is a legal (Occupation Health & Safety Act, 2004) and moral responsibility. OH&S performance is not only a measure of how safe the environment is but also contributes to increased staff morale, productivity, enhanced organisation reputation and improved financial performance. Highlight strategies that are in place to improve OH&S performance in your Program area using data. The aim is to minimise serious incidents and drive a collaborative culture of safety first. Identify actions in the annual OH&S Plan yet to be completed and steps required to address.			

OH&S	SOURCE: OHS link OHS plans link				
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ACTION LOG:

Most recent panel actions:			
WHAT	WHY	WHO	WHEN
Previous panel actions:			

