

Staff Performance Review (Appraisal) Policy

September 2025

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| Scope | All Staff at UK Business College |
| OFS Condition | B2 |
| Access: | Public |

Version 1.1

Approved by the Board of Governors

1. Introduction

1.1 This policy and process outlines the College's approach to managing employee performance, supporting continued professional development and ensuring alignment to the College's vision and strategic objectives. This document should be read in conjunction with the Staff Learning & Development Policy

2. Aims and Objectives

2.1 The aims and objectives of conducting performance development reviews (also referred to as Appraisals) are to build a culture of continuous improvement which delivers the College's strategy and secures its longer term success. This is achieved with the following:

- i. To provide a framework for line managers and their employees to review all aspects of performance through open, honest and constructive dialogue and feedback
- ii. To provide a clear and consistent link between organisational, department and individual goals to enable each employee to make the best possible contribution to the College's strategic aims
- iii. To clarify role expectations, recognise individual contribution and encourage good practice within UKBC.
- iv. To enable employees to discuss and review their development needs and longer-term plans focussing on the employee's current skills, knowledge and competencies and identifying further learning opportunities to prepare for longer term career aspirations.
- v. To recognise that the Appraisal meeting is a joint process with the line manager/appraiser supporting and guiding the employee to define and achieve their objectives and progress towards appropriate professional development ambitions.

3. Frequency of Performance Development Reviews

3.1 New employees are subject to a probation period of 6 months' duration at the start of their employment. This period enables both the employee and the College to assess whether the particular job role is right for the individual

During the first few weeks of the probation period, the employee will be assessed by their line manager and agreed objectives will be set for final review at the end of probation assessment meeting. Any development or further training needs identified during this period will be supported to enable objectives to be achieved.

At the end of the initial probationary period the employee will be informed in writing the following:

- They have successfully completed their probationary period
- The probationary period is to be extended for a further period
- The probationary period has not been successful and the employment is to be terminated
- New employees who have successfully completed their initial probationary period will have new objectives set and enter the annual appraisal cycle
- All employees will receive one formal appraisal per year although line managers and employees are encouraged to consider appraisals to be a continuous process throughout the year and there may be other informal appraisals that take place either at the request of the employee or management.

4. Stages and Procedure

4.1 The appraisal meeting will be conducted as an informal discussion between the employee and appraiser to discuss job performance, review objectives set and set new goals for the following 12-month appraisal period.

4.2 Employees are able to prepare for their Appraisal meeting by completing and submitting the Pre-Appraisal form to their appraiser ahead of the scheduled meeting. This will enable the appraiser to review any issues that the employee wishes to discuss and consider any suggestions to be made.

4.3 Employees in teaching roles will be required to undergo teaching and peer observation to ensure that the standards of teaching and learning offered by the College are satisfactory and consistent. The outcome of teaching review observations may form part of the appraisal meeting to assess any further learning or development needs.

4.4 During the appraisal meeting, focus will be given to the employee's duties and responsibilities, development needs and Continuous Professional Development ("CPD") already undertaken or required.

4.5 At the end of the appraisal meeting the appraiser will complete the appraisal form indicating any agreed decisions or recommendations regarding performance objectives, adjustments to working practices or prescribed training and development identified.

4.6 The employee will be given the form to review and to add their own comments before signing the same as agreement.

4.7 If the employee is not satisfied with any decision within the appraisal document and they do not wish to sign off as agreed they have the right to appeal by using the College's formal grievance process addressing their concern to the HR Department.

4.8 Completed and signed off appraisal forms should be provided to the HR Department for retention on employee records. These will be held in accordance with the College's Data Protection Policy. A copy of the signed form will be provided to the employee.

4.9 Any development needs identified should be documented and highlighted to the HR Department in conjunction with the Staff Learning & Development Policy.

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