Progress Plan
for Academic and Professional Staff

Staff Connect User Guide

Version Control

Version	Contributor	Description	Date
0.1	Carrie Kim	Initial Draft	22/12/2020
0.2	Craig Haywood, Peter Wilks, Chantal Farah	Draft	09/02/2021
0.3	Chantal Farah, Peter Wilks	Final Draft	10/02/2021
1.0	Diana Chegwidden, Chantal Farah, Peter Wilks, Craig Haywood	Version 1	11/02/2021

Distribution

Version	To	Description	Date
0.2	Diana Chegwidden	Draft	09/02/2021

Related Documents

Name	Audience
Professional Staff Progress Plan Conversation Guide for Staff	Professional Staff
Professional Staff Progress Plan Conversation Guide for Supervisors	Professional Staff
Academic Staff Progress Plan Conversation Guide for Staff	Academic Staff
Academic Staff Progress Plan Conversation Guide for Supervisors	Academic Staff

Contents

1. Introduction

1.1 Background

The Progress Plan is the University's performance review and planning process, assisting the University to achieve performance excellence. It engages you to manage your development and progress at ACU and enhances the alignment of your individual contribution towards the University's outcomes.

Your Progress Plan is yours to own, to progress your development and career at ACU. It's designed to encourage a continuous feedback and development discussion between you and your supervisor.

Your Progress Plan commences at the time of your appointment and continues throughout the duration of your employment. A snapshot is taken at least annually as part of your employment record. The Progress Plan provides your development and progress throughout your time at ACU. As part of your discussion with your supervisor, you identify how your role contributes towards the achievement of the University's Strategic Plan; consider and discuss your development and strengthen your capability based on the University's Capability Development Framework (CDF) and Academic Performance and Evidence (APME) Framework (Academic Staff only) to enable a clear view of the competencies that will support you in your progress and assisting the university to achieving performance excellence.

The Progress Plan is maintained through Staff Connect, which is already known to and used by staff.

1.2 Objective

This document will provide the necessary guidance for Academic and Professional Staff to be able to view and manage their Progress Plan in Staff Connect in detail.

This user guide should be used in conjunction with the Progress Plan Conversation Guide for Staff that provides more detail on what needs to be considered and discussed with your supervisor to complete your Progress Plan. See Related Documents table on page 2 to locate the link to the relevant Progress Plan Conversation Guide.
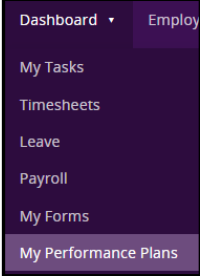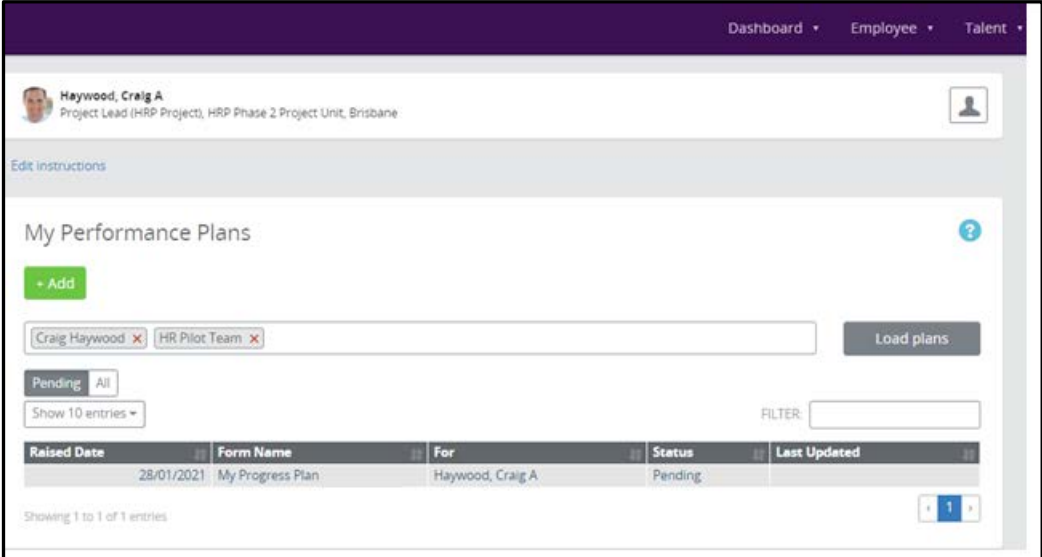
After reading section 2 (Accessing your Progress Plan) and section 3 (Navigating your Progress Plan) the rest of this guide largely refers to the same help that is available within the Progress Plan, either in the form instructions or the information bubbles.
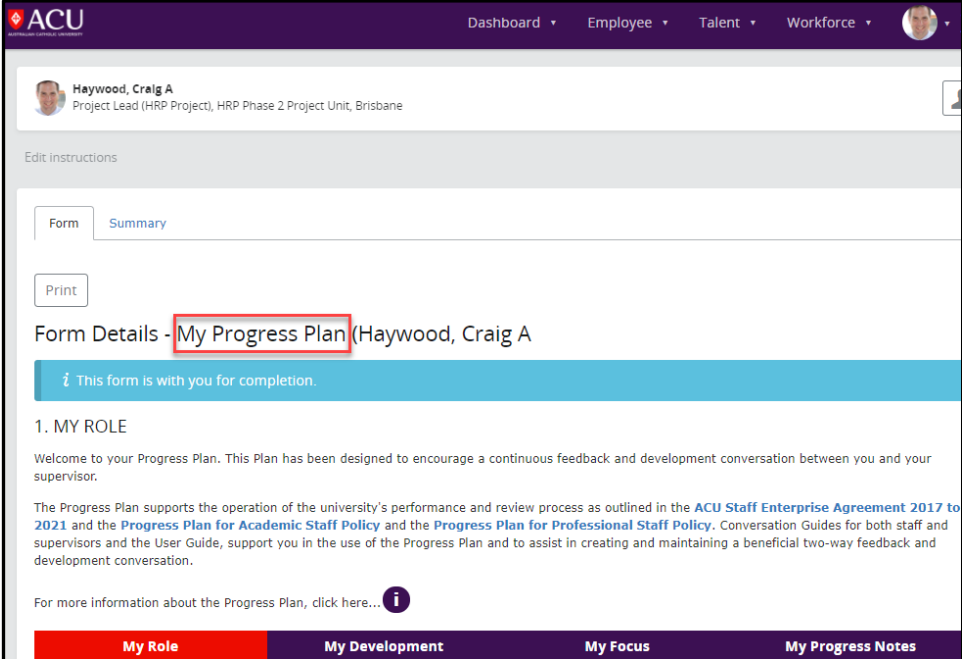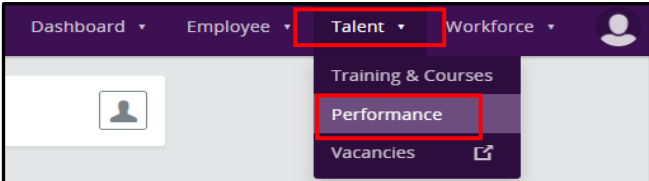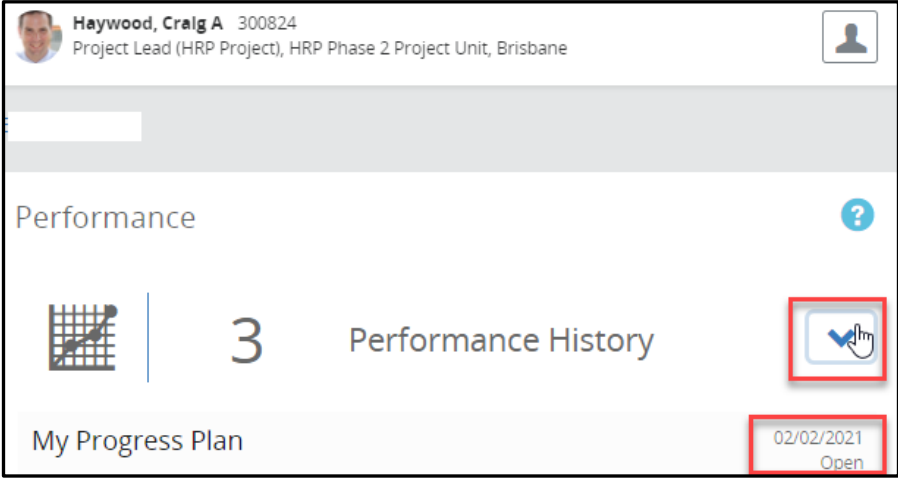
1.3 Application of Process

The Progress Plan applies to all Academic, Professional and Senior Management/Executive/Senior Executive Staff (who are employed on a continuing or fixed-term basis for a period greater than 6 months).
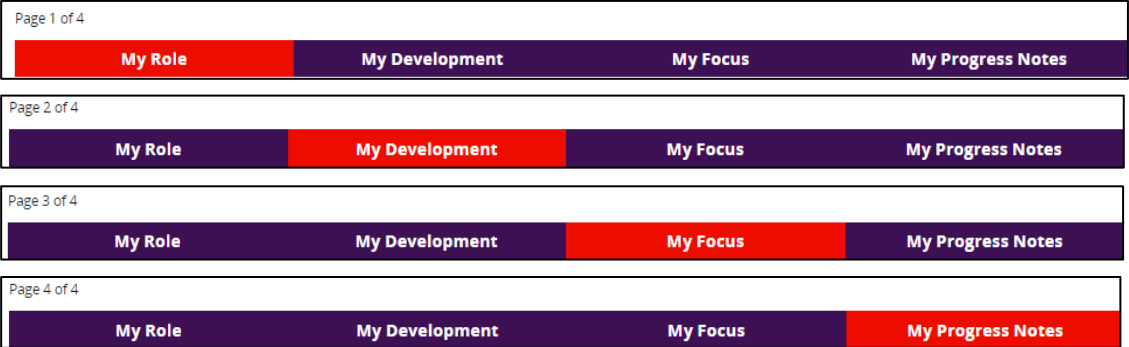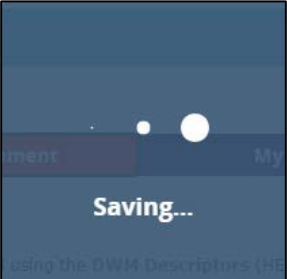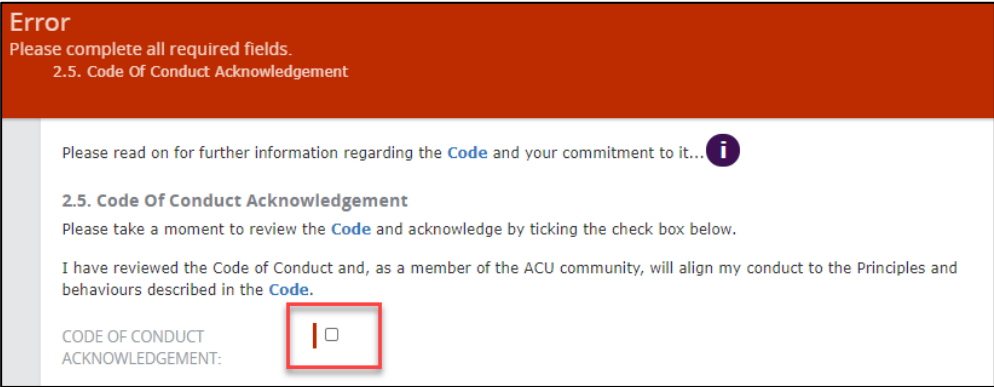
There is an additional User Guide for Supervisors to assist in the raising and completion of the feedback form, the Supervisor engagement in your Progress Plan.
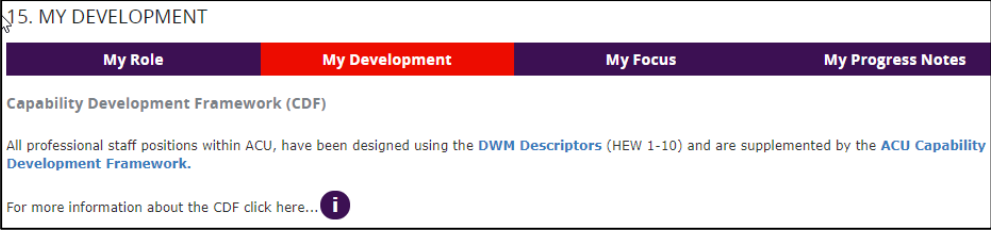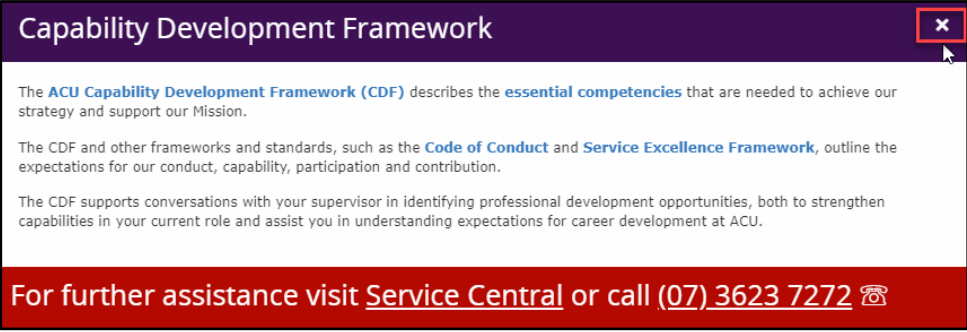
2. Accessing your Progress Plan in Staff Connect

Step	Description
2.0.1	Login to Staff Connect with your User ID and Password (same as your ACU login). https://selfservice.aurion.cloud/acu/production/actionitems
2.0.2	The easiest way to access your Progress Plan is shown below: Go to **Dashboard** and click on **My Performance Plans:**
2.0.4	Click on **My Progress Plan** under '**Form Name**:

2.0.5	You are now in your **Progress Plan**:
2.1	***Alternate method to opening Progress Plan***
2.1.1	You can also access your Progress Plan as follows: Go to the **Talent** menu at the top of the page and click on **Performance**:
2.1.2	Click on the down arrow to the right of **Performance History and then click on your Open – My Progress Plan**
2.1.3	You are now in Your Progress Plan (as per 2.0.5 above)

3. Navigating your Progress Plan

Step	Description
3.0.1	The Progress Plan form is divided into four (4) tabs, or pages, **My Role, My Development, My Focus and My Progress Notes**. You can navigate the Progress Plan form by clicking on the relevant tab at the top or bottom of each page.
3.0.2	As shown below, the current tab you are working on will be highlighted in red. The remaining pages tabs will be shown in purple.
3.0.3	Each time you move between the pages, the Progress Plan automatically saves any changes.
3.1.1	***Code of Conduct***
3.1.2	When you first access your Progress Plan, or after each 'snapshot' (a point in time capture) and archived, you will be asked to refresh your understanding of, and commitment to the **Code of Conduct**. You must tick the acknowledgement box before you can navigate away from the **My Role** page.
3.1.3	If you see the Error message highlighted below, check if you have ticked **CODE OF CONDUCT ACKNOWLEDGEMENT** checkbox.

3.2	**Information and Self-Help Bubbles**
3.2.1	The Progress Plan introduces information and help bubbles giving you the option to click and view further information, examples, instructions and links relating to a section or table.
3.2.1	**ⓘ Purple Information bubble**
3.2.1.1	A purple information bubble ⓘ provides the option to view further information, examples and links relating to a particular section, if needed.
3.2.1.2	When opened the information bubble can be reviewed. Click the white X in the top right-hand corner to close.
3.2.2	**ⓘ Red Information bubble**
3.2.2.1	A red information bubble ⓘ is specific to the Capability Development Framework (CDF) table and provides in-depth information on the achievement level, expectations and behaviours for each competency.
3.2.2.2	

|	
3.2.2.3	**CDF 3: Adapt to and Lead Change** 	CDF Level	Expectations	Behaviours
CDF Level 1	Understand that ACU needs to make changes, and maintain effectiveness when experiencing change.	Be resilient and flexible in approach to work.	 *The information bubble opens up* Listen to the changes proposed, provide feedback and contribute to new solutions. Think creatively when implementing change initiatives in the context of your work. Think positively and remain open-minded even when faced with obstacles. CDF Level 2 — Adapt working practices for self and team in times of change for easy adoption and acceptance. — Cascade the impact of change initiatives into working practices and processes for the staff in a work unit/directorate/faculty or loc... Communicate with clarity in order to reduce ambiguity and to create clear direction in times of change. Proactively consider the impact of change on people and their personal circumstances and ensure this is addressed in your actions communications. Use a range of techniques including group brainstorming to generate creative solutions to the change challenges. CDF Level 3 — Motivate others to accept Universitywide changes that are being initiated and establish plans to ensure change management initiatives are successful and achieve the desired outcomes. — Anticipate and take actions to address the emotional impact of change. Be enthusiastic and energetic about potential changes. Clearly present the business case for change. Challenge the status quo; do not be constrained by routine and the way things have always been done. Encourage others to be flexible and understand the impact and benefits of change. CDF Level 4 — Champion change initiatives and new ideas. Encourage others to take appropriate risks and support them when they do. — Champion and facilitate the development of highly innovative ideas. Create a sense of urgency for change when appropriate. Establish structures and work environments that are flexible and adaptable to move with changing business and environmental demands. Inspire others to embrace change with enthusiasm, energy and purpose. Recognise and reinforce the behaviours of those who em... the change. **For further assistance visit <u>Service Central</u> or call <u>(07) 3623 7272</u> ☎**
3.2.3	**?** **Light Purple Question Mark Bubble**
3.2.3.1	A light purple Table Help bubble **?** allows the option to click and view standard instructions on how to use a Table within the Staff Connect form – i.e. how to add, remove or move rows within the table. **30. MY FOCUS** My Focus provides the opportunity to identify, discuss and record the current focus for your role, your continued development or your career. | My Role	My Development	**My Focus**	My Progress Notes | **30.25. Key Activities, Goals and Career Plans** *Click here to open the Self Service Table Help button.* **?** In this section you can outline your goal/s (or KPIs if you prefer); key work activities/outcomes; career aspirations etc. that you are working towards or would like to attain. These could be related to your current role, furthering your career, your team, ACU's Mission and Values, or a personal goal. The key is to identify your focus, establish a plan / pathway to achieve the desired outcome, and then track your progress towards its attainment. For further information on how best to plan your career development and to identify any formal training opportunities they may assist your plans, please click here… **ⓘ** | ☐ Development Type	Activity	Description	Related CDF	Target Date	Status
☐						 **+ Add row**
3.2.3.2	**Self Service Table Help** Click on the row to edit the row details(if editable). *The Self Service Table Help button opens.* Click the **+ Add row** button to add additional rows to the table(if editable). Tick the box on the relevant line, and click the **Remove** button to delete a row(if editable). Use the grey **Move up** and **Move Down** buttons to amend the row order. **For further assistance visit <u>Service Central</u> or call <u>(07) 3623 7272</u> ☎** In this section you can outline your goal/s (or KPIs if you prefer); key work activities/outcomes; career aspirations etc. that you are working towards or would like to attain. These could be related to your current role, furthering your career, your team, ACU's Mission and Values, or a personal goal. The key is to identify your focus, establish a plan / pathway to achieve the desired outcome, and then track your progress towards its attainment.
3.2.4	**Service Central links within the Information and Table Self Help Bubbles**
3.2.4.1	You can contact Service Central from within the information bubbles, by either clicking on the Service Central hyperlink, or via a Teams call by clicking the telephone link. *Click here to access Service Central* *Click here for a Teams call* **For further assistance visit <u>Service Central</u> or call (07) 3623 7272 ☎**

4. Updating the Progress Plan in Staff Connect

The Progress Plan is yours to own, to progress your development at ACU. You and your supervisor can interact electronically with continuous two-way feedback. Your supervisor will have visibility of your plan and can provide you with feedback at any time by the Progress Plan Review form in Staff Connect.

4.1. MY ROLE

My Role	My Development	My Focus	My Progress Notes

My Role identifies the specifics of your role. In reviewing this information with your supervisor, you can identify how your role contributes to the university's outcomes, discuss, clarify and operationalise the expectations outlined in your Position Description and identify and discuss key position attributes that are essential to your role.

> **MY ROLE**
>
> Welcome to your Progress Plan. This Plan has been designed to encourage a continuous feedback and development conversation between you and your supervisor.
>
> The Progress Plan supports the operation of the university's performance and review process as outlined in the **ACU Staff Enterprise Agreement 2017 to 2021** and the **Progress Plan for Academic Staff Policy** and the **Progress Plan for Professional Staff Policy**. Conversation Guides for both staff and supervisors and the User Guide, support you in the use of the Progress Plan and to assist in creating and maintaining a beneficial two-way feedback and development conversation.
>
> For more information about the Progress Plan, click here... ℹ

Step	Description
4.1.1.1	Review the information contained within the My Role section
4.1.1.2	Review the information within the information bubbles
4.1.1.3	Click on any relevant hyperlinks and the linked web page / resource will open in a new tab – as per the screenshots below.
4.1.1.4	Review the Enterprise Agreement, the relevant Policy and the Conversations Guides by clicking on the related hyperlink
4.1.2	

> **CODE OF CONDUCT**
>
> Our people make us a university like no other. It's your values, action and passion that makes the difference - whatever role you hold within the university. That's why we have our **Code of Conduct**.
>
> Please read on for further information regarding the **Code** and your commitment to it... ℹ
>
> **2.5. Code Of Conduct Acknowledgement**
> Please take a moment to review the **Code** and acknowledge by ticking the check box below.
>
> I have reviewed the Code of Conduct and, as a member of the ACU community, will align my conduct to the Principles and behaviours described in the **Code**.
>
> CODE OF CONDUCT
> ACKNOWLEDGEMENT: ☐

4.1.2.1	Review the information contained within the Code of Conduct section
4.1.2.2	Review the information within the bubble
4.1.2.3	Click on any relevant hyperlinks and the linked web page / resource will open in a new tab
4.1.2.4	Review the Code of Conduct by clicking on the hyperlink
4.1.2.5	The first time the Progress Plan is opened, or immediately following any snapshot, you will be asked to acknowledge that you have reviewed the Code of Conduct CODE OF CONDUCT ACKNOWLEDGEMENT: ☐

4.1.2.6	Tick the Acknowledgement box once you have reviewed the Code of Conduct
	CODE OF CONDUCT ACKNOWLEDGEMENT: ☑
💡 **TIP**	*You will not be able to navigate to other pages within the Progress Plan until you have completed the acknowledgement by checking the check box.*
4.1.3	

STAFF MEMBERS DETAILS

Position Details

Position	Position Type	Classification	Location	Organisational Unit	Position Start Date	Level
Project Lead (HRP Project) (10609247)	Acting	HEW 8 Increment 4 (HEW84)	Brisbane (2)	HRP Phase 2 Project (457)	01/09/2020	CDF Level 1

4.1.3.1	Review the displayed position information
4.1.3.2	If there are any details that are incorrect, please discuss these with your supervisor during your conversations
4.1.3.3	Note your CDF Achievement Level
	Level CDF Level 1
4.1.4	

ESSENTIAL POSITION ATTRIBUTES

There may be one, or a number of training / development requirements associated with your position. Any position specific elements, such as authorisations (e.g. the relevant State's Working with Children check); knowledge (e.g. Competition and Consumer Act); training (e.g. Protected Disclosure Whistleblower training) or other essential elements identified for your position will be displayed here. If there are currently no requirements for your position, this section will remain blank.

Take the time to work through any requirements for the position with your supervisor, and where necessary, discuss and prioritise and monitor any required development or authorisation / licencing requirements recorded on the **My Development** page.

Attributes

Type	Description
Protected Disclosure Req	Protected Disclosure Whistleblower Training Req
W/w Chld Vul Adlt Develop	W/w Children Vulnerable Adult Training Required

4.1.4.1	Any (organisationally identified) role specific elements, such as authorisations (e.g., the relevant State's Working with Children check); knowledge (e.g., Competition and Consumer Act); training (e.g. Protected Disclosure) or other essential elements identified for your **position** will be displayed in this table
4.1.4.2	Discuss any requirements with your supervisor
4.1.4.3	Where necessary, work with your supervisor to identify and prioritise any required development or authorisation / licensing requirements on the **My Development** page
4.1.4.4	If there are no currently identified attributes for your position, this table will remain blank and no further action is required

4.1.5	

PROBATION

Record

A period of probation is the final stage of the recruitment and selection process - established to identify and support an appropriate match between you, the position and the work environment.

If you are currently serving a period of probation, any upcoming probation related dates will be displayed below.

You can utilise the ongoing Progress Plan conversations with your supervisor to keep them updated on your progress towards the attainment / completion of their probation criteria. Regular discussions can assist in the identification of any potential risks to the probation criteria not being met.

Any development activities / tasks associated with your probation requirements should be recorded in the **Selected Development Focus** section on the **My Development** page, or in the **Key Activities, Goals and Career Plans** table on the **My Focus** page.

Type	Due Date	Status
6 Month	25/01/2021	Pending

TIP	*This section will only be viewable if you are currently within a period of probation, and there is an upcoming probation review date.*
4.1.5.1	Review the information contained within the Probation section
4.1.5.2	If you are currently on probation, the next probation review date will be shown
4.1.5.3	Ensure that any development activities / tasks associated with your probation requirements are noted in the **Selected Development Focus** section on the **My Development** page, or in the **Key Activities, Goals and Career Plans** table on the **My Focus** page
4.1.6	

MY ROLE AND CONTRIBUTION

Your Position Description, when read in context of the University's Strategic Plan and any relevant Portfolio, department or work area plans, provides the opportunity for you to identify your own contribution to the university's strategic outcomes.

For further information, please click here... ⓘ

Position Description

Click on the link for a copy of your Position Description (PD), if it's currently available. If you believe that your Position Description requires updating, please discuss this with your supervisor in the first instance.

ATTACHMENT: ☁ Project Lead HEW 8 PD.pdf

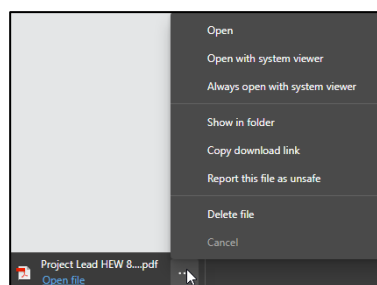| 4.1.6.1	Review the information contained within the My Role and Contribution section
4.1.6.2	Review the information within the bubble
4.1.6.3	Click on any relevant hyperlinks and the linked web page / resource will open in a new tab
4.1.6.4	**If the Position Description is available** (linked), click on the link
4.1.6.5	Look for the download / Open File box at the bottom of the screen. Click on ellipsis… and choose open
4.1.6.7	The Position Description will open in a new tab in your browser

4.1.6.8	Discuss the Position Description with your supervisor. Ask any questions you need to ensure you have a good understanding of the main duties, key activities and the expectations of the position
4.1.6.9	If you believe that the Position Description requires updating, please flag this for discussion with your supervisor
TIP	Not all Position Descriptions are linked yet. If yours is not available, source the original and use this for the discussion with your supervisor.
4.1.7	

STRATEGIC PLAN

Our strategic plan outlines a set of strategic priorities which offer an attuned reflection of our mission and direction. To find out more about the 2020 - 2023 Strategic Plan please click here... ℹ

In discussion with your supervisor, the key elements of the plan that are closely aligned to, or that influence your position (and contribution), will be identified and explored in the context of your position.

For a quick overview of ACU's Strategic Plan 2020 - 2023, click on any of the six (6) strategic priorities in the quick reference below to view focus areas associated with each strategic priority.

Optional - If you would like to have a reminder of the key focus elements that influence your position:

Click on the **Copy** icon at the end of relevant focus area > click on the table below > right click to **Paste** the element > click **Done**.

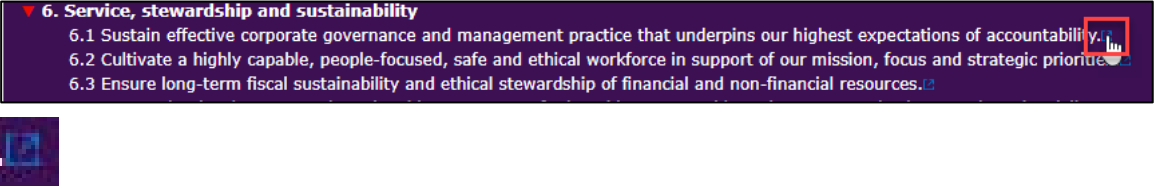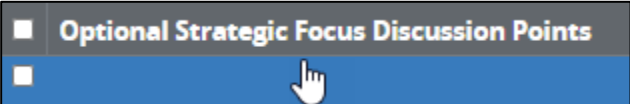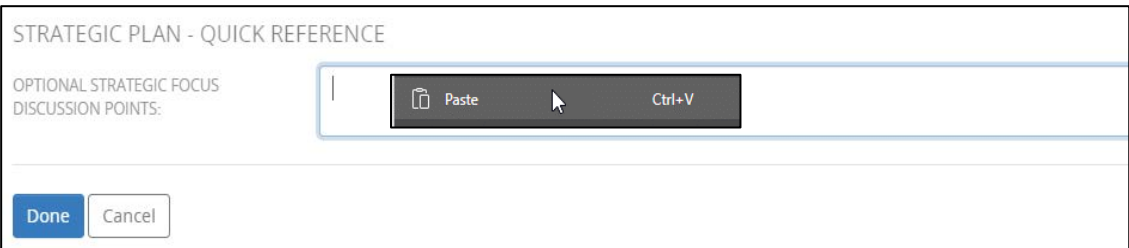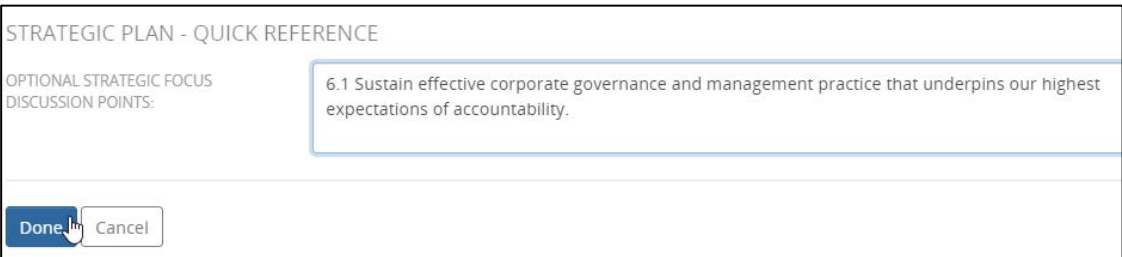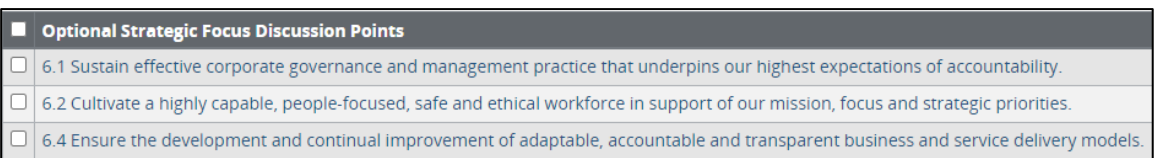|	
4.1.7.1	Review the information contained within the Strategic Plan section
4.1.7.2	Review the information within the ℹ ibubble
4.1.7.2	Click on any relevant hyperlinks and the linked web page / resource will open in a new tab
4.1.8	

Strategic Plan - Quick Reference
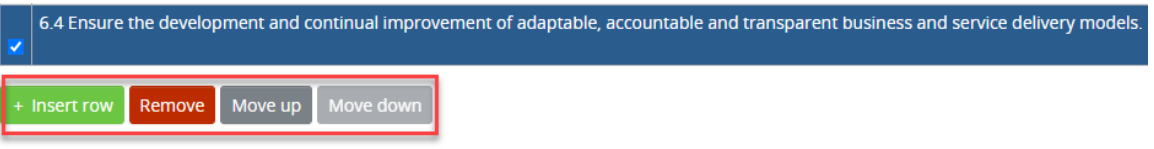
▶ 1. All our endeavours, grounded in mission
▶ 2. Distinctive, inclusive, dynamic and student-centred education
▶ 3. World-leading research, with impact
▶ 4. Vibrant academic culture, enriched by innovation and discovery
▶ 5. Deeply engaged, globally renowned
▶ 6. Service, stewardship and sustainability

☐ Optional Strategic Focus Discussion Points
☐

+ Add row

Optional	When discussing the key strategic priorities that influence your role, you can choose to note these in the **Optional Strategic Focus Discussion Points** table
4.1.8.1	Click on the Strategic Focus Element to view the sub-elements (click on the red arrow)

▼ 6. Service, stewardship and sustainability
6.1 Sustain effective corporate governance and management practice that underpins our highest expectations of accountability.
6.2 Cultivate a highly capable, people-focused, safe and ethical workforce in support of our mission, focus and strategic priorities.
6.3 Ensure long-term fiscal sustainability and ethical stewardship of financial and non-financial resources.
6.4 Ensure the development and continual improvement of adaptable, accountable and transparent business and service delivery models.
6.5 Develop and maintain a seamless and engaging student-centred environment throughout the student lifecycle.
6.6 Implement and monitor an agile, secure and reliable cybersecurity environment.
6.7 Underpin high quality student, academic and professional staff experience through quality information resources, learning spaces and physical infrastructure.
6.8 Take bold and decisive action on environmental, social and economic sustainability, and the eradication of modern slavery.

4.1.8.2	Click on the square copy icon at the end of the relevant sub-element
4.1.8.3	Click on the table row to open the table
4.1.8.4	Paste the copied sub-element into the table (Ctrl-V or right click and choose **Paste**)
4.1.8.5	Click Done
4.1.8.6	Where necessary, multiple sub-elements can be added to the table
4.1.8.7	Click the check box beside the sub element to see more options.
4.1.9	

PORTFOLIO PLAN

If a Portfolio Plan is available, in discussion with your supervisor, the key elements of the plan that are closely aligned to, or that inform outcomes for your position, will be identified and explained in further detail.

UNIT PLAN

If an Unit Plan is available, in discussion with your supervisor, the key elements of the plan that are closely aligned to, or that inform outcomes for your position, will be identified and explained in further detail.

4.1.9.1	Review the information contained within the Portfolio Plan and Unit Plan sections.
4.1.9.2	Where the relevant plan exists, your supervisor will discuss them with you.

| 4.1.9.3 | Click **My Development** to move to the next page. |

4.2. MY DEVELOPMENT

My Role	My Development	My Focus	My Progress Notes

My Development provides a resource to support you and your supervisor to discuss your progress in relation to the **Capability Development Framework (CDF)** expectations and behaviours, **the ten (10) competencies** that are the essential development blocks of all university positions and the **Academic Performance Matrices and Evidence (APME) Framework** (Academic Staff only).

Step	Description
4.2.1	Academic Staff Only – This section is not visible to Professional Staff (go to step 4.2.4)

Academic Performance Matrices and Evidence (APME) Framework and Capability Development Framework (CDF)

All academic staff positions within ACU are designed using the Minimum Standards for Academic Level (MSALs) and supplemented with the **Academic Performance Matrices and Evidence (APME) Framework** and the **ACU Capability Development Framework (CDF)**. For more information on the two frameworks and their interrelationships, please click here... **ⓘ**

Academic Performance Matrices & Evidence Framework

Consider your progress and performance towards the expectations and performance standards of the relevant APME for your pathway and level. In discussion with your supervisor, **JOINTLY** select the most appropriate **Development Status**.

| 4.2.1.1 | Review the information contained within the Academic Performance Matrices and Evidence (APME) Framework and Capability Development Framework (CDF) section; |
| 4.2.2 | Open and review the information within the **ⓘ** ibubble; |

APME and the Capability Development Framework ✕

As an Academic Staff member, you may be more familiar with the APMEs than the CDF. The **Academic Performance Matrices and Evidence (APME) Framework** describes the performance expectations by academic level for each Academic Career Pathway (ACP), providing comprehensive examples of evidence across all areas of academic activity.

The CDF then further describes the essential competencies that are needed to achieve excellence, success, and deliver our Mission.

Together, the APMEs and CDF support conversations with your supervisor in identifying academic development opportunities, both to strengthen capability in your current role and assist you in understanding expectations for career development at ACU. The link below **downloads** a visual guide of how the APME performance standards align to the CDF competencies, expectations and related behaviours.

APME to CDF Map

| 4.2.2.1 | Click on the APME to CDF Map hyperlink |
| 4.2.2.2 | The resource will download and open in Excel |

4.2.2.3	Open the APME to CDF Map for your academic level and pathway

4.2.2.4	Click on your Level and Academic Career Pathway - Identify, consider and discuss with your supervisor the academic performance standards relevant for your pathway and level

4.2.2.5	This discussion could include the expectations and behaviours identified in any related CDF competencies.

4.2.2.6	Development options, key work activities, goals or career plans can all be considered and discussed in this context. These can then be recorded in the **Selected Development Focus** section on the **My Development** page, or in the **Key Activities, Goals and Career Plans** table on the **My Focus** page

4.2.3	

💡 TIP	The **Academic Performance Matrices & Evidence Framework** table is prefilled with your Academic Career Pathway and Level.

4.2.3.1	Consider your progress and performance against the expectations and performance standards of the relevant APME for your pathway and level. In discussion with your supervisor, select the most appropriate **Development Status**; Click on the table to update **Development Status**.
	<table><tr><td>**Academic Career Pathway**</td><td>**Academic Level**</td><td>**Development Status**</td></tr><tr><td>Teaching Focussed</td><td>Academic Level B</td><td>To be updated</td></tr></table>
4.2.3.2	The **Development Status** options are: ACADEMIC PERFORMANCE MATRICES & EVIDENCE FRAMEWORK ❓ ACADEMIC CAREER PATHWAY: Teaching Focussed ACADEMIC LEVEL: Academic Level B DEVELOPMENT STATUS: To be updated [Done] [Cancel] To be updated Developing at current pathway and level Working at current pathway and level Sustained contribution at current pathway and level
4.2.3.3	Click [Done] when you and your supervisor have selected your current status
4.2.3.4	With your understanding of interrelationships between APME and CDF and a conversation with your supervisor, you should be able to consider and prioritise your development for this Progress Plan. Go to 4.2.5 below for more detail.
4.2.4	Professional Staff Only – This section is not visible to Academic Staff (go to 4.2.5)
	Capability Development Framework (CDF) All professional staff positions within ACU, have been designed using the **DWM Descriptors** (HEW 1-10) and are supplemented by the **ACU Capability Development Framework.** For more information about the CDF click here... ℹ️
4.2.4.1	Review the information contained within the **Capability Development Framework (CDF)** section
4.2.4.2	Review the information within the bubble
4.2.4.3	Click on any relevant hyperlinks and the linked web page / resource will open in a new tab.
4.2.4.4	With your understanding of CDF and other frameworks and through a conversation with your supervisor, you should be able to consider and prioritise the competencies that will become your development focus for this plan. Go to 4.2.5 below for more detail.

4.2.5	Visible to Academic and Professional Staff

Capability Development

Take note of your CDF Achievement Level **(in red below)**. To help discuss and plan your development priorities for your current role, please click here... ℹ️

Your positions current CDF Achievement level: **CDFL1**

4.2.5.1	Review the information contained within the **Capability Development** section; Review the information within the ℹ️ ibubble

Info	Competency	Competency Description	Development Focus
ℹ️	Live ACU's Mission, Vision and Values	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	☐
ℹ️	Apply Commercial Acumen	Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.	☐
ℹ️	Adapt to and Lead Change	Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.	☐
ℹ️	Deliver Stakeholder Centric Service	Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.	☐
ℹ️	Collaborate Effectively	Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.	☐
ℹ️	Communicate with Impact	Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.	☐
ℹ️	Coach and Develop	Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.	☐
ℹ️	Responsible & Accountable for Ach Excellence	Take personal accountability for achieving the highest quality outcomes through understanding the regulatory frameworks at ACU and striving to deliver the best at all levels.	☐
ℹ️	Know ACU Work Processes and Systems	Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.	☐
ℹ️	Make Informed Decisions	Make informed, evidence-based decisions by sourcing and interpreting University and business information.	☐

4.2.5.2	With reference to your current Achievement level, click on the **red ℹ️ bubble** beside each Competency

Info	Competency	Competency Description	Development Focus
ℹ️	Live ACU's Mission, Vision and Values	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	☐
ℹ️	Apply Commercial Acumen	Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.	☐
ℹ️	Adapt to and Lead Change	Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.	☑

4.2.5.3	Review the Expectations and Behaviours for YOUR level

CDF 3: Adapt to and Lead Change   ✕

CDF Level	Expectations	Behaviours
CDF Level 1	Understand that ACU needs to make changes, and maintain effectiveness when experiencing change.	Be resilient and flexible in approach to work.
		Listen to the changes proposed, provide feedback and contribute to new solutions.
		Think creatively when implementing change initiatives in the context of your work.
		Think positively and remain open-minded even when faced with obstacles.

4.2.5.4	After reviewing the expectations and behaviours of the competencies and in discussion with your supervisor select the three competencies for development in your plan by checking the **Development Focus** check box in the competency table.

Info	Competency	Competency Description	Development Focus
ⓘ	Live ACU's Mission, Vision and Values	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	☐
ⓘ	Apply Commercial Acumen	Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.	☐
ⓘ	Adapt to and Lead Change	Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.	☑

You should have three competencies selected:

Info	Competency	Competency Description	Development Focus
ⓘ	Live ACU's Mission, Vision and Values	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	☐
ⓘ	Apply Commercial Acumen	Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.	☐
ⓘ	Adapt to and Lead Change	Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.	☑
ⓘ	Deliver Stakeholder Centric Service	Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.	☑
ⓘ	Collaborate Effectively	Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.	☐
ⓘ	Communicate with Impact	Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.	☐
ⓘ	Coach and Develop	Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.	☐
ⓘ	Responsible & Accountable for Ach Excellence	Take personal accountability for achieving the highest quality outcomes through understanding the regulatory frameworks at ACU and striving to deliver the best at all levels.	☐
ⓘ	Know ACU Work Processes and Systems	Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.	☑
ⓘ	Make Informed Decisions	Make informed, evidence-based decisions by sourcing and interpreting University and business information.	☐

4.2.5.5	The corresponding competency will become dynamically available underneath the table.
4.2.5.6	Prior to adding content to the three new tables, review the information contained within the **Selected Development Focus** section and click on the ⓘ ibubble (see 4.2.5.5 above). Review the information relating to the **Staff Learning Program Catalogue** and the **70:20:10 Toolkits and Model for Learning** via the hyperlinks. The relevant web pages will open in a new tab and can be left open as you build up your content.
4.2.5.7	To review available courses linked to competencies click the blue '**here'** hyperlink To identify any formal training opportunities available for the competencies you selected click **here**.
4.2.5.8	Record your Development Option by clicking on the Development Focus table or by clicking the Add row button.

4.2.5.9	Select the **DEVELOPMENT TYPE** you will utilise.	
	ADAPT TO AND LEAD CHANGE DEVELOPMENT TYPE: Interactions and Exchanges ACTIVITY: On the Job DEVELOPMENT OPTION: Interactions and Exchanges Formal / Classroom Training TARGET DATE: DEVELOPMENT STATUS:	
4.2.5.10	Select the **ACTIVITY** type you will utilise	
	ADAPT TO AND LEAD CHANGE DEVELOPMENT TYPE: Interactions and Exchanges ACTIVITY: Project Related DEVELOPMENT OPTION: Leadership Related Probation Related TARGET DATE: Role Related Project Related DEVELOPMENT STATUS: Team Related Mission Related Done Cancel	
4.2.5.11	Enter the **DEVELOPMENT OPTION** as a free text entry	
	DEVELOPMENT OPTION: As part of my role with the HRP2 Project, I need to lead a workstream to deliver change to the university. During my constant interaction with stakeholders, I am attempting to improve my ability to adapt to and lead change. I seek improvement opportunities by asking for feedback from stakeholders and peers.	
4.2.5.12	Enter the **TARGET DATE** and the **DEVELOPMENT STATUS**	
	TARGET DATE: 28 Feb 2021 DEVELOPMENT STATUS: On Target Done Cancel Planning In Progress On Target Completed Deferred No Longer a Focus	
💡 **TIP**	These options are not static. You can come back into your entries any time and update them and add detail, remembering however a form is archived at least annually. When a **DEVELOPMENT OPTION** is completed the **DEVELOPMENT STATUS** can be updated to **Completed**. Completed items will be removed from the Progress Plan on the anniversary on the plan.	
4.2.5.13	Click **Done** when you have completed your entry.	

4.2.5.14	You can add as many entries as required to each competency:

Adapt to and Lead Change

☐	Development Type	Activity	Development Option	Target Date	Development Status
☐	Interactions and Exchanges	Project Related	As part of my role with the HRP2 Project, I need to lead a workstream to deliver change to the university. During my constant interaction with stakeholders, I am attempting to improve my ability to adapt to and lead change. I seek improvement opportunities by asking for feedback from stakeholders and peers.	28/02/2021	On Target

+ Add row

Deliver Stakeholder Centric Service

☐	Development Type	Activity	Development Option	Target Date	Development Status
☐	Formal / Classroom Training	Project Related	As part of my role with the HRP2 Project, I need to lead a workstream to deliver stakeholder centric service to the university. I m engaged with constant interaction with stakeholders, I am attempting to improve my ability to adapt to and lead change. I seek improvement opportunities by asking for feedback from stakeholders and peers.	28/02/2021	On Target

+ Add row

. Know ACU Work Processes and Systems

☐	Development Type	Activity	Development Option	Target Date	Development Status
☐	Formal / Classroom Training	Role Related	Content Manager training - Need to be able to access and view relevant records with Content Manager as part of my substantive role. Formal session with Governance booked.	26/02/2021	In Progress
☐	Interactions and Exchanges	Role Related	Content Manager training required as part of my substantive role ongoing. HR content training required. One-on-one session arranged.	26/02/2021	In Progress

TIP	You can view upcoming professional development activities and submit a request to book a course (or submit an EOI) all from within your Progress Plan via the **Learning & Development Opportunities** ⓘ on the **My Development** page and the **Key Activities, Goals and Career Plans** ⓘ on the **My Focus** page. *Important note – if accessing your Progress Plan off campus, you will need to be connected to the VPN for the Learning and Development report to open and be accessible*

4.2.6	

18. ESSENTIAL POSITION ATTRIBUTES

18.5. Essential Position Attributes - Development

On the My Role page, any required training / development for your position were identified. This section identifies if you currently hold any required authorisations or have undertaken any required training / development associated with those position attributes.

The timely completion of the actions or development identified in the table below will assist you to successfully navigate the responsibilities of your position, guided by our **Mission and Values**; our **Code of Conduct**; the **CDF** and our legislative obligations.

Please note - if no essential position attributes were identified on the My Role page, then the table below will be blank and no further action / development relating to position attributes is required at this time.

Job Related Requirements	Course Code	Course Description	Date Attended
Protected Disclosure Whistleblower Training Req	12110	WhistleBlower Training	26/05/2020
W/w Children Vulnerable Adult Training Required	12087	Working with Children YoungPeopleVulnerableAdults	01/01/2020

18.10. Position Authority/Licensing

Position Authority Required	Authority Code	Authority Description	Acquired Date	Expiry Date
W/w Children Vulnerable Adult Authority Required				

4.2.6.1	Review the information contained within the **Essential Position Attributes** section
4.2.6.2	Click on any relevant hyperlinks and the linked web page / resource will open in a new tab
4.2.6.3	In discussion with your supervisor, identify and prioritise any essential position attribute activities or development that may be required.

4.2.6.4	Any development or activities identified to complete required training or authorisations can be recorded in the **Key Activities, Goals and Career Plans** table on the **My Focus** page
Detailed Example	If Protected Disclosure Whitleblower training was identified against your position as an essential training requirement and you have not previously completed it then in the **Key Activities, Goals and Career Plans** table on the **My Focus** page you can record a task to enrol for Whistleblower training when it becomes available. This is to ensure you retain visibility of the requirements to undertake the development.
💡 **TIP**	If no essential position attributes were identified for your position (on the **My Role** page), then the two tables will be blank and no further action / development relating to position attributes is required at this time
4.2.7	

> **Refresh Position Attributes**
>
> As you complete essential development or update your authority/licensing details you can check the REFRESH POSITION ATTRIBUTES checkbox below and click save at the bottom of the page. This will refresh the two tables above and pull into your plan any recently finalised development or authority related items.
>
> REFRESH POSITION ATTRIBUTES: ☐

4.2.7.1	Review the information contained within the **Refresh Position Attributes** section
4.2.7.2	Once you have completed the required development or activity and it has been recorded as completed in Staff Connect (e.g. a completed development course or a new Working with Children check), you can refresh the **Essential Position Attributes – Development** and the **Position Authority/Licensing** table (see 4.2.7.3 below).
Detailed Example	If Protected Disclosure Whitleblower training was identified against your position as an essential training requirement and you complete the ACU Whistleblower training, your development record will be updated in Aurion. You should see the outcome in the **Transcript Report** (see 4.2.8 below) when your training record has been updated. You can then refresh your position attribute record (see 4.2.7.3).
4.2.7.3	Check the **REFRESH POSITION ATTRIBUTES** check box **Refresh Position Attributes** As you complete essential development or update your authority/licensing details you can check the REFRESH POSITION ATTRIBUTES checkbox below and click save at the bottom of the page. This will refresh the two tables above and pull into your plan any recently finalised development or authority related items. REFRESH POSITION ATTRIBUTES: ☑
4.2.7.4	Click the **Save** button at the bottom of the page.
4.2.7.5	The **Essential Position Attributes – Development** and the **Position Authority/Licensing** tables will then be refreshed with the latest information.

4.2.8	
MY DEVELOPMENT HISTORY You can quickly and easily access and review your previous formal development (courses or other opportunities booked through Staff Connect) through the report below. The **Transcript Report** lists your complete development history in date order (newest to oldest), as recorded in Staff Connect. Page 2 of 4	
4.2.8.1	Review the information contained within the **My Development History** section
4.2.8.2	Click on **Transcript Report** hyperlink

Course Ref	Course Desc	Course No	Date	Outcome
20210	Academic Workload Policy (eff 2021) - Supervisors	6274	12/10/2020	Attended
12114	Flexibility Information Session (for Staff)	6253	08/09/2020	Attended
12110	WhistleBlower Training	6099	26/05/2020	Attended
10624	PRP Professional Staff Session	5999	09/03/2020	Attended
10624	PRP Professional Staff Session	5995	03/03/2020	Attended
12071	Discrimination Harassment and Bullying	5863	30/09/2019	Pass
12072	Critical Incident Management Awareness	5864	30/09/2019	Pass
12073	Online Privacy Awareness	5862	30/09/2019	Pass
10000	Working with Children LEO	4856	30/06/2019	Pass
12065	Business Process Management Process Champion	5767	21/05/2019	Attended

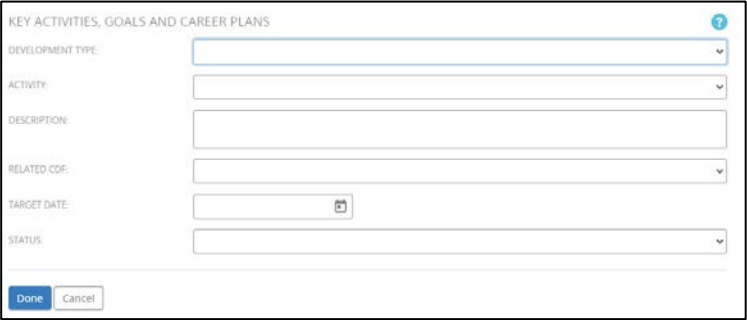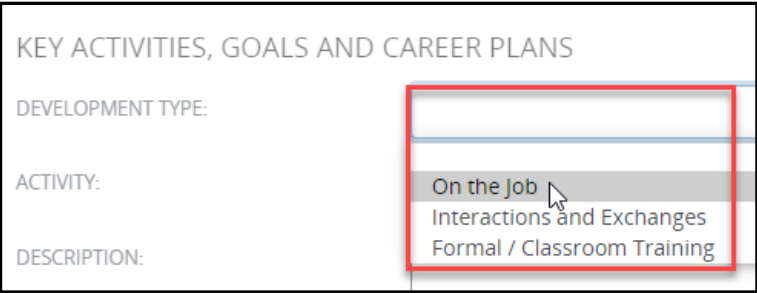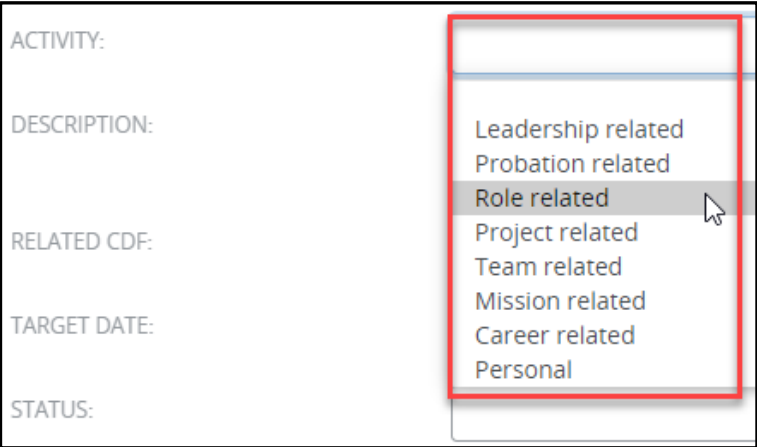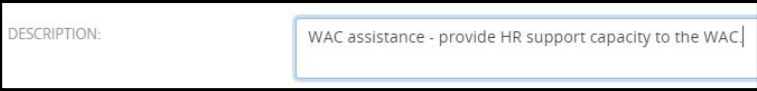|	A copy of your previous development transcript will open in another tab; *Important note – if accessing your Progress Plan off campus, you will need to be connected to the VPN for the Transcript report to open.*
	To proceed to the next page, click on the **My Focus** tab.
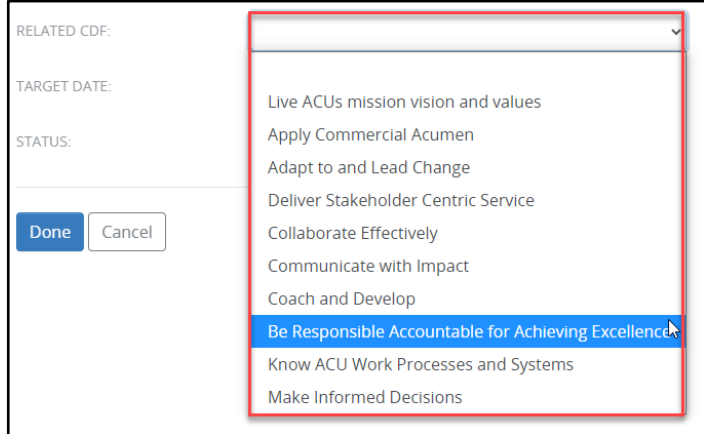
My Role	**My Development**	**My Focus**	**My Progress Notes**

4.3. MY FOCUS

My Role	My Development	My Focus	My Progress Notes

My Focus is an area where you and your supervisor can outline and discuss your career and development goals and/or activities, both within your current role and for your potential career growth within ACU. The use of this section can be varied. For example, you may choose to utilise this section for:

- Recording and tracking particular goals or objectives that are required for a role;
- Noting key work activities, or a key work focus;
- To track key work outcomes; or
- Identifying career development activities to assist with progressing your career.

MY FOCUS

My Focus provides the opportunity to identify, discuss and record the current focus for your role, your continued development or your career.

My Role	My Development	My Focus	My Progress Notes

Key Activities, Goals and Career Plans

In this section you can outline your goal/s (or KPIs if you prefer); key work activities/outcomes; career aspirations etc. that you are working towards or would like to attain. These could be related to your current role, furthering your career, your team, ACU's Mission and Values, or a personal goal. The key is to identify your focus, establish a plan / pathway to achieve the desired outcome, and then track your progress towards its attainment.

For further information on how best to plan your career development and to identify any formal training opportunities they may assist your plans, please click here... ⓘ

Step	Description
4.3.1.1	Review the information contained within the **Key Activities, Goals and Career Plans** section.
4.3.1.2	Review the information within the information bubble. Click on the blue hyperlinks for additional resources and information. **Key Activities, Goals and Career Plans** ✕ With the support of your supervisor, you are best placed to drive your career at ACU. It's important to consider and where possible, include a variety of development options into your career plan. The University's **Staff Learning Program Catalogue** recommends a 70:20:10 approach, i.e. incorporating a mix of development opportunities from on the job experiences; opportunities to learn and development through interactions and exchanges with colleagues; and opportunities through formal classroom training or education courses. For further information please refer to the **70:20:10 Toolkits and Model for Learning**. To identify any formal training opportunities available to assist with your career development, click **here**. The displayed report provides a list of scheduled and Expression of Interest opportunities available. Once you have identified a desired course, just click on the available link and you will be automatically directed to Staff Connect, where you will be able to submit your attendance request. Please note - in the Reason field, please select Career Development.
4.3.1.3	After reviewing the information record the Development Type & Activity in the table provided: | ☐ Development Type	Activity	Description	Related CDF	Target Date	Status | |---|---|---|---|---|---| | ☐ | | | | | | + Add row
4.3.1.4	To add an activity / focus / goal / development / career development item, click on the table for first use, or click Add row for an additional entry; | ■ Development Type	Activity	Description	Related CDF	Target Date	Status | |---|---|---|---|---|---| | ■ | | | | | | + Add row

4.3.1.5	The following dialogue box will open: KEY ACTIVITIES, GOALS AND CAREER PLANS ⑦ DEVELOPMENT TYPE: ACTIVITY: DESCRIPTION: RELATED CDF: TARGET DATE: 📅 STATUS: Done Cancel
4.3.1.6	Select the Development Type from the drop-down options; KEY ACTIVITIES, GOALS AND CAREER PLANS DEVELOPMENT TYPE: ACTIVITY: On the Job Interactions and Exchanges DESCRIPTION: Formal / Classroom Training
4.3.1.7	Select the Activity type from the drop-down options ACTIVITY: DESCRIPTION: Leadership related Probation related Role related RELATED CDF: Project related Team related Mission related TARGET DATE: Career related Personal STATUS:
4.3.1.8	Enter a free text description of the activity / focus / goal / career development activity DESCRIPTION: WAC assistance - provide HR support capacity to the WAC.
4.3.1.9	Optional – select a relevant or related CDF competency RELATED CDF: TARGET DATE: Live ACUs mission vision and values Apply Commercial Acumen STATUS: Adapt to and Lead Change Deliver Stakeholder Centric Service Collaborate Effectively Communicate with Impact Coach and Develop Done Cancel Be Responsible Accountable for Achieving Excellence Know ACU Work Processes and Systems Make Informed Decisions

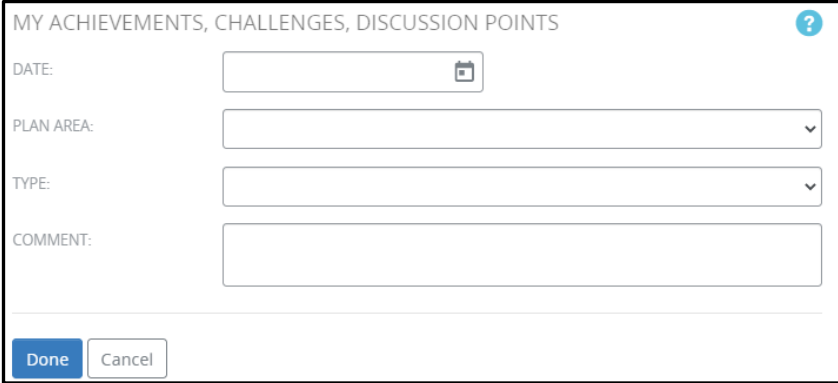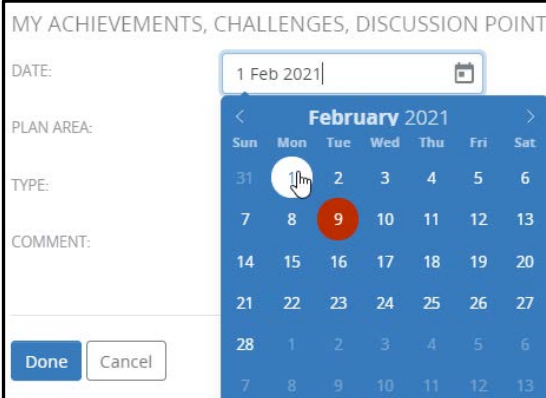|	
4.3.1.10	Select a target date for completion TARGET DATE: 24 Dec 2021 December 2021 Sun Mon Tue Wed Thu Fri Sat 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 STATUS: Done Cancel
4.3.1.11	Select the Development Status from the drop-down options STATUS: Planning Planning In Progress On Target Completed Deferred No longer a focus Done Cancel
4.3.1.12	Click Done to finalise. KEY ACTIVITIES, GOALS AND CAREER PLANS DEVELOPMENT TYPE: On the Job ACTIVITY: Role related DESCRIPTION: WAC assistance - provide HR support capacity to the WAC. RELATED CDF: Responsible Accountable for Achieving Excellence TARGET DATE: 24 Dec 2021 STATUS: Planning Done Cancel
4.3.1.13	<table><tr><td>☐</td><td>Development Type</td><td>Activity</td><td>Description</td><td>Related CDF</td><td>Target Date</td><td>Status</td></tr><tr><td>☐</td><td>On the Job</td><td>Role related</td><td>WAC assistance - provide HR support capacity to the WAC.</td><td>Responsible Accountable for Achieving Excellence</td><td>24/12/2021</td><td>Planning</td></tr></table>
4.3.1.14	Click **+ Add row** to add another row for data entry <table><tr><td>☐</td><td>Development Type</td><td>Activity</td><td>Description</td><td>Related CDF</td><td>Target Date</td><td>Status</td></tr><tr><td>☐</td><td>On the Job</td><td>Role related</td><td>WAC assistance - provide HR support capacity to the WAC.</td><td>Responsible Accountable for Achieving Excellence</td><td>24/12/2021</td><td>In Progress</td></tr><tr><td>☐</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> + Add row

4.3.1.15	Complete additional entries as needed

☐	Development Type	Activity	Description	Related CDF	Target Date	Status
☐	On the Job	Role related	WAC assistance - provide HR support capacity to the WAC.	Responsible Accountable for Achieving Excellence	24/12/2021	Planning
☐	Interactions and Exchanges	Project related	Run lunchbox sessions to upskill colleagues in HR on workload considerations.	Coach and Develop	31/03/2021	In Progress

4.3.1.16	To proceed to the next page click on the **My Progress Notes** tab at the bottom of the page.

My Role	My Development	My Focus	My Progress Notes

4.4. MY PROGRESS NOTES
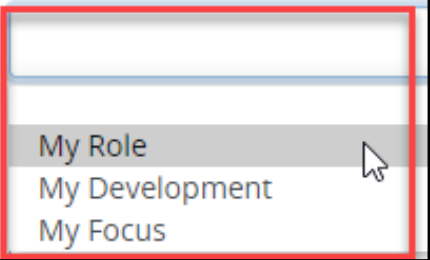
My Role	My Development	My Focus	My Progress Notes

My Progress Notes provides a place to record comments, updates, noted achievements, or to highlight areas for further opportunity and discussion with your supervisor, across any aspect of your role and career at ACU.

My Achievements, Challenges, Discussion Points

In the table below you can record your achievements, challenges, other observations or note items for further discussion with your supervisor.

☐ Date	Plan Area	Type	Comment
☐			

Step	Description
4.4.1.1	Review the information contained within the **My Progress Notes** section;
4.4.1.2	To add an entry / comment in the table click on the table for first use, or click Add row for an additional entry: ![table with Add row button]
4.4.1.3	The **MY ACHIEVEMENTS, CHALLENGES, DISCUSSION POINTS** dialogue box will appear: MY ACHIEVEMENTS, CHALLENGES, DISCUSSION POINTS DATE: PLAN AREA: TYPE: COMMENT: Done Cancel
4.4.1.4	Select the **DATE** of the entry MY ACHIEVEMENTS, CHALLENGES, DISCUSSION POINT DATE: 1 Feb 2021 PLAN AREA: February 2021 Sun Mon Tue Wed Thu Fri Sat 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 1 2 3 4 5 6 7 8 9 10 11 12 13 Done Cancel

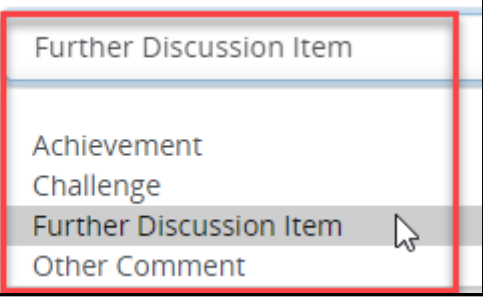|	
4.4.1.5	Select the **PLAN AREA** that the entry relates to from the drop-down options;
4.4.1.6	Select the **TYPE** of entry from the from the drop-down options:
4.4.1.7	Enter a free text comment / entry:
4.4.1.8	Click Done to finalise:
4.4.1.9	The completed entry looks like this:

4.4.1.10	Click the **+ Add row** button and add as many entries as needed:

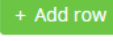| ☐	Date	Plan Area	Type	Comment
☐	01/02/2021	My Role	Further Discussion Item	Leave discussion with Pete and Grace to arrange for an additional day of leave beyond the current project role.
☐	28/01/2021	My Development	Further Discussion Item	Discussed Content Manager training with Grace - will work with Katherine and Governance to arrange.
☐	29/01/2021	My Focus	Achievement	Finally finished Supervisor Feedback form edits - discuss further with Pete.
☐	03/02/2021	My Focus	Challenge	The finalisation of the User Guide will be a challenge given the last minute changes being made to the template. There is still a requirement to get updated screen shots and update the content in the user guide - as well as finalising the various information session content. Have flagged with Pete.
☐	08/02/2021	My Role	Further Discussion Item	Would like to run past Grace some items that might contribute to Lunchbox sessions.
☐	09/02/2021	My Role	Challenge	Application knowledge with adding and removing Progress Plan Surveys in Aurion Core. need to discuss with Pete or Ruan.

4.4.2	

Supervisor Feedback

Any comments, feedback, discussion points from your supervisor will appear in the table below.

Date	Plan Area	Comments

4.4.2.1	Your supervisor will get a quarterly reminder to provide feedback in relation to your plan. They can raise a **Progress Plan Feedback** form that shows them what has been recorded in your Progress Plan to date. They can then document their feedback and when the review form is finalised, the feedback will appear in the **Supervisor Feedback** section of your Progress Plan. Initially the table above (4.4.2) will appear blank as no feedback has been provided by the supervisor yet.
4.4.2.2	Once your supervisor submits the feedback form, it will become viewable at the bottom of your **My Progress Notes** page:

Date	Plan Area	Comments
06/02/2021	My Development	Hi Craig, Capability Development - I think the three competencies we have chosen to work on this year are really key to how your role fits into both the Strategic Plan and our business unit plan. In terms of the development options you have added so far, can I also suggest you add some lunchbox sessions, run by you for your project team-mates focusing on the content of the Progress Plan Conversation Guides? Essential Position Attributes - Can you find out if you can enrol in the protected disclosure training sometime this year and send through the course request? I ran the transcript report and can see that you attended the Academic Workload Policy for Supervisors session last month. Good one, another item off the list! I'm looking forward to discussing the user guides with you next week and building on the terrific work you are doing.
06/02/2021	My Focus	Hi Craig, Just a reminder to use the course link to competencies that is in the 'Key Activities' purple 'ibubble' on the 'My Focus' page. You will be able to find course offerings that are linked to the 10 CDF competencies. Also, the 70:20:10 tool kit is offering some great ideas apart from formal courses and is worth a look. The SME activity you added in the 'Key Activities' with a target date of the end of this year looks really interesting and I'm looking forward to hearing about it when we meet next week.
06/02/2021	My Role	Hi Craig, That was a productive session we had last month on the screen share teams session to start putting together your Progress Plan for this year. I have had a run-through of what we discussed and what has been recorded on your plan. Position Description - I have had a read through and I think it is still current and reflective of your role. Strategic Plan - I think the two elements selected there reflect how your project role is supporting the key objectives. So I think we can build on that to sharpen our focus on how to reflect it in the DF elements we focus on. Unfortunately, I have not had a chance to check the Portfolio or Unit plan yet in relation to your role and perhaps you and I can do that in relation to your role when we meet net week. Leave - I have seen the email from Grace and the leave is all sorted.

4.4.2.3	Review your supervisor's feedback and update your plan as needed.

My Role	My Development	My Focus	My Progress Notes

💡 **TIP**	Return to your plan regularly and update it. Note down anything you want to discuss with your supervisor and record your activities and any learnings as you progress your plan.

Finish	