# Performance Agreement

*This template can be used or adapted by organisations that do not have their own. Please refer to the* [*Supervision and Support Relationship Guide*](https://workforcecapability.ndiscommission.gov.au/sites/default/files/2023-01/Supervision%20and%20Support%20Relationship%20-%20A%20Guide%20for%20Supervisors%20and%20Workers.DOCX) *and the* [*Learning and Capability Development Guide*](https://workforcecapability.ndiscommission.gov.au/sites/default/files/2023-01/Learning%20and%20Capability%20Development%20-%20A%20Guide%20for%20Supervisors.DOCX) *for advice on what to consider and how to work collaboratively to develop the Performance Agreement including, supporting capability development plans.*

| Worker name: |  |
| --- | --- |
| Job title: |  |
| Date of agreement: |  |
| Period of agreement: | From: To: |
| Planned review dates: | e.g. for a 12-month agreement, reviews could be conducted at a midpoint and end date |
| Agreed ongoing interactions and communications: | *Describe agreed ways the supervisor and worker will communicate during the period of the agreement. For example for:*   * *Communication requiring immediate attention such as illness, to request a debriefing meeting or report a problem needing urgent response, call or text* * *Weekly routine check-ins, by phone or video* * *Six monthly discussion on how things are going and challenging service delivery issues, in-person meetings at the main office.* |

## Duties/responsibilities, capabilities and indicators

*To be discussed and agreed by the supervisor and worker in a performance discussion meeting before finalising agreement. Enter as many rows as needed to record the main duties/responsibilities.*

| Main duties/responsibilities | Capabilities to be demonstrated | Indicators of achievement |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |

## Capability development plan

*To be discussed and agreed by the supervisor and the worker in a performance discussion meeting before finalising the plan. Enter as many rows as needed to record capabilities/skills to be developed.*

| Capability or technical skill area for development | Method of learning/development | Indicators of achievement |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |

## Performance agreement endorsement

| Supervisor signature: | Worker signature: |
| --- | --- |
| Print name: | Print name: |
| Date: | Date: |

# Worker Self-Assessment

## Complete before initial meeting to agree on performance agreement including, supporting capability development plans:

Review your position description and the related capabilities in the [NDIS Workforce Capability Framework](https://workforcecapability.ndiscommission.gov.au/framework). Describe your strengths and give examples that illustrate how you have demonstrated these either in other roles with this organisation or in other jobs or activities you have had.

|  |
| --- |

Are there any areas you are not sure about or that you need to refresh?

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| --- |

## Complete before interim and final review meetings:

How do you think you have performed against each of your main duties (give examples to illustrate why you think you are going well, okay, or not so well)?

|  |
| --- |

Are there capabilities or areas of interest you would you like to develop further?

|  |
| --- |

Have the supervision arrangements worked well? Are any adjustments needed to provide more support?

|  |
| --- |

Any other comments?

|  |
| --- |

# Manager’s Feedback

## Manager to complete after the interim and final performance discussions and communicate back to the worker

How do you think the worker has performed against each of their main duties?

|  |
| --- |

How has the worker progressed in achieving their capability development plan?

|  |
| --- |

What areas would you like to see the worker develop in the future?

|  |
| --- |

How well have the supervision arrangements worked? Are any changes needed to provide better support to the worker?

|  |
| --- |

Other comments:

|  |
| --- |

### Review endorsement

| Supervisor signature: | Worker signature: |
| --- | --- |
| Print name: | Print name: |
| Date: | Date: |