



STATEWIDE GROUP TRAINING (SA) INC

PROBATIONARY PERIOD POLICY

PURPOSE:

All new employees/apprentices/trainees of Statewide Group Training (SA) Inc (SGT) will be employed subject to a probationary period, the details of which will be clearly stated in their Letter of Appointment and/or Contract of Employment. Apprentices and Trainees will be clearly stated by the Employment Agreement Contract Form (HR Form 3).

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors.
- all aspects of employment.

POLICY:

The probationary period provides an opportunity for both SGT and the new employee to assess whether the employee has the skills, ability and approach needed to carry out the requirements of the position. The probation period also allows the employee sufficient time to familiarise themselves with the organisation and their new position and determine if SGT meets their expectations.

Probationary periods must be of a length that is reasonable, having regard to the nature and circumstances of the employment and can only be extended where any such extension is determined in advance of the employee commencing employment and is for particular circumstances, such as a prolong absence from work due to illness or injury, or other relevant circumstances.

All new employees will be advised of the probationary nature of their employment prior to their acceptance of the offer of employment. This will occur firstly at the interview and then formally when the written offer of employment is made. Employees are not to commence employment until the formal offer of employment has been signed and accepted by them and returned to SGT. A probationary period included in an employment contract must not exceed the applicable 'minimum employment period' provided by the relevant legislation.

The employee's performance will be assessed throughout the probationary period and the employee will be given regular feedback regarding their performance and the necessary assistance to achieve the required standard. The continued employment of the employee is dependent upon the successful completion of the probationary period.

Where an employee has successfully completed the probationary period, their appointment will be formally confirmed. Written confirmation of the status of their employment contract, along with the opportunity to reinforce the conditions of employment, will be given to the employee.

When an apprentice/trainee has successfully completed the probationary period, the apprentice/trainee will continue to work in accordance with their Traineeship and Apprenticeship Contract of Training until completion in accordance with their training program.



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Prior to the end of the probationary period, if there are still aspects regarding the employee's performance that are considered to need further development, but are not serious enough to warrant cessation of employment, then discussions will be held between the employee and their manager/supervisor/field officer.

In these discussions, the manager/supervisor/field officer will either confirm the completion (or extension of the probationary period where the employee's employment contract specifically allows a valid reason for an extension, such as a prolonged absence from work due to illness or injury) and also discuss those aspects of the employee's performance that will need to be addressed and improved. This will also be an opportunity to assess the need for further training and to clarify the employee's understanding of the requirements of the position.

Where the employee's performance does not meet the standards required for the position after all reasonable attempts have been made to assist the employee achieve those standards, the employee's employment will be terminated in accordance with their employment contract. In the case of Apprentices and Trainees SGT will notify, verbally and in writing, a week prior to the last day of probation the employment will be terminated i.e. last day of probation is 30th June, the notice **must** be given on the 23rd June.

Termination of the employment contract will only be considered where SGT has taken all reasonable steps to ensure that the employee has received the appropriate training, support and feedback throughout their probationary period.

At any time throughout the probationary period, either SGT or the employee may terminate the employment contract by the giving of the appropriate notice of termination, as outlined in the Letter of Appointment/Contract of Employment or the relevant industrial instrument (such as award or agreement) or legislative provision.

All time spent as an employee, including during the probationary period, counts as service for the purposes of accruing leave entitlements such as annual leave and sick leave.

Reference:

Fair Work Act 2009

Probationary periods are no longer a legislative provision and not covered by the Act. Instead employees have to serve a 'minimum employment period'. Management have chosen to keep this Probation Policy as good business.

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024