PROBATION MEETING PROCEDURE

Our Service aims to implement a probation and induction orientation program to ensure employees are aware of their roles and responsibilities to enable effective performance within their employment at Laverton Community Children's Centre. A formal induction and orientation program allows an opportunity for new employees to have an understanding of the values and organisational culture within our Service.

An effective induction and orientation program provides a formal process to provide new employees information regarding service policies, procedures and practices.

Probationary meetings will be scheduled within the first week of employment and at the end of the probationary period. Feedback will be provided to the employee regarding performance. The probation meeting is also an opportunity for the new employee to ask any questions or raise any concerns. A *Probationary Meeting Review Form* will be completed to document the meeting and placed into the staff file.

Working in conjunction with the *Probation Induction and Orientation Policy* this procedure provides instructions for the Nominated Supervisor and management to follow during the probation and orientation process with new employees.

Education and Care Services National Law or Regulations (R.4, 84, Part 4.4, Division7, 9 and 10) NQS QA 4, 5 and 7: Element 4.1.1, 4.1.2, 4.2.1, 4.2.2, 5.1.1, 7.1.3, 7.2.3. Staffing Arrangements, Relationships with Children and Governance and Leadership.
Related Policy: Probation Induction and Orientation Policy

STEP 1: Before the employee begins employment		
1	WWCC must be verified by employer **BEFORE** staff member begins employment	
2	Documentation as per *New Employee Documentation Checklist* completed	

STEP 2: First Day		
1	Tour of the service and introductions to other employees	
2	*New Employee Induction Checklist* started with key areas addressed	

STEP 3: End of first week		
1	Probation meeting held to discuss performance	
2	Feedback is provided and any concerns raised	
3	*New Employee Induction Checklist* completed	
4	*Probation Meeting Review* form completed	
5	Review of policies and procedures, including completion of the *Policy Acknowledgement Form*	

STEP 4: End of 3 Month probation period		
1	Probation meeting held to discuss performance and feedback provided	
2	*Probation meeting Review* form completed	
3	Formal Probation Letter provided to advise employee of the outcome: • Extend probation or • Terminate employment or • Probation passed	

REVIEW OF PROCEDURE			
Date procedure created	20/06/2023	To be reviewed	April 2026
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
April 2025	Procedure reviewed, no changes		
20/06/2023	Procedure Created		