



PROBATION POLICY FOR NEW POST HOLDERS

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Human Resources Committee:
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PROBATION POLICY FOR NEW POSTHOLDERS

1. Policy Statement

- 1.1. BHASVIC is committed to recruiting staff who have the necessary skills and attributes to fulfil the College's strategic aims.
- 1.2. This policy ensures that all new appointments at the College have regular reviews of their performance before their contract of employment is confirmed. This policy and procedures provide a process of formal performance reviews that establish the new appointee's suitability for their post.

2. Scope

- 2.1. This policy applies to all staff who are new to the College and to current members of the College who take up a new post. This includes staff who are employed on a fixed term contract but not normally those whom are employed through an agency or for casual work (eg students who work on a casual basis).

3. General Principles

- 3.1. The appointment of both teaching and support staff is subject to them successfully proving their suitability for the post in question during a specified 'probationary period.' The purpose of this policy is to ensure that all newly appointed staff can fulfil the requirements of their post and contribute to College objectives.
- 3.2. Line managers are accountable and responsible for determining the suitability of new appointments for the post in question. Line managers will review performance against the requirements of the post and the College via regular, structured probation reviews.
- 3.3. Probation reviews allow appointees the opportunity to consider and reflect on their performance and contribution to their area of work and wider College objectives. During the reviews they can discuss and identify areas of professional support and training required to support their contribution. This process forms a crucial part of effective induction to the College.
- 3.4. Successful completion of a probationary period will be confirmed in writing and ongoing performance will be reviewed annually in line with the Professional Development Review process.
- 3.5. The final decision to pass or fail an individual on probation rests with the Vice Principal of the College. This is to enable any appeal to be heard by the Principal. Failure to pass a probationary review may result in the appointee having their contract of employment terminated. It is therefore vital for appointees to seek help and guidance if they feel they need such assistance.
- 3.6. A member of staff who is unsuccessful in their probationary period will have the right of appeal to the Principal.
- 3.7. Probationary reviews are not part of the College's capability and disciplinary procedures; nor are they a method of determining pay. However, in the event of issues being raised

during the probationary period, these issues will be dealt with under the appropriate College policy and procedures (eg complaints, misconduct).

4. Review of Policy

4.1. This policy will be reviewed every three years or sooner if required.

5. Related policies and documents

- Absence Management Policy and Procedure
- Complaints Procedure
- Contract of Employment
- Dignity at Work Policy
- Equality and Diversity Policy
- Grievance Policy and Procedure
- Instruments and Articles of Government
- Race Equality Policy
- Safeguarding Policy
- Staff Code of Conduct
- Staff Recruitment and Selection Policy
- Terms and Conditions of Service
- Whistle Blowing statement

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