

Performance Management Policy

- The LEARNEX GRATIA supports the development and other performance management systems for facilitation, assessment & administrative staff.
- For facilitators, the development is done by means of regular meetings and product briefings. Facilitators are expected to comply with the staff selection requirements of which continuous professional development is one.
- Administrative staff development is done informally by means of a mentoring approach by management. Performance management is done via Job Descriptions that are unit standard based. This management of performance is done via the Performance Management System, which is published separately.
- Each Job description consists of KPA's and a total number of credits. During the course of the year, every staff member is expected to have a written do sheet that will be updated by the staff member every 2 weeks. It is the responsibility of a staff member to develop, maintain and report on progress against the do sheet.
- Evaluation of performance is done by measuring staff activity against these activities and aligns such to credits. Every staff member is measured by his or her supervisor.
- Facilitators' are expected to display evidence of competency for the various subjects that they are facilitating. These should reflect wide reading in the subject area and should be current and include information that is up-to-date. A lack of interest in this aspect of the work would serve as clear indication of the lack of effort and enthusiasm that the facilitator has in his/her subject and would immediately give rise to further investigation.
- For further information regarding the performance of a facilitator, learners complete a Course Evaluation Form at the end of every session and this is then given to the project manager, who will identify problems. The evaluation forms make provision for active and normative measurement of learner satisfaction by means of the learner satisfaction index that scores points for a facilitator. These evaluation forms are filled in by learners as there can be no fear of retribution or victimization as they are anonymous. A facilitator is expected to maintain 80% average on learner satisfaction.

1. Purpose

1.1. Management recognizes good performance, and could reward employees that exhibit high levels of performance through a bonus system should such be put in operation.

2. Scope

2.1 To encourage and reward high levels of performance amongst all levels of staff

2.2 To outline the policy as applied by Management

3. References

Labour Relations Act Basic Conditions of Employment Act the Income Tax Act

4. Guiding Principles

4.1 Legality The implementation of this policy will be in accordance with the relevant acts governing the employment and payment of employees.

4.2 Fairness and Equitability All employees have the right to participate in The LEARNEX GRATIA bonus scheme should such a scheme be in operation. All employees have the right to select which scheme they would like to participate in, this is done at the initial date of employment. This scheme is applicable to all employees.

4.3 Transparency the mechanisms of implementation of this scheme will be made known to all staff members, this will be via the Orientation session as well written in the Employee handbook.

4.4 Management Discretion Bonuses are paid at management's discretion and are appropriate to the Employee's performance.

5. Procedure

5.1 All internal permanent Employees are eligible to participate in the performance bonus system. This bonus is paid on an annual or interim basis, depending on the outcome of the annual performance appraisal and the rating given by the various Directors.

5.2 External Employees that are on contract for a period of longer than 1 year are eligible to participate in the same bonus system; this is however paid at the end of the contract period.

5.3 This bonus system provides a bonus to the Employee after one year of successful work with the employer and thereafter annually, or as a discretionary decision, during a year. The payment of such a bonus is entirely in the discretion of the Managing Member.

6. Documentation

Documentation is described in the performance management system document. These may change from time to time. The performance management system will include an overview of the system as well as a rating system.