

Probationary Procedure

Effective From: 02 September 2016

Review Date: 01 September 2019



**NATIONAL
COLLEGE
CREATIVE
INDUSTRIES**

1 Introduction

- 1.1 All employees at the College are appointed on the basis of a probationary period, which normally lasts for 6 months. This procedure explains the process that is followed. The procedure is not part of the contract of employment, may be changed from time to time and may varied, depending on the circumstances of each case.
- 1.2 During the probationary period, your line manager is responsible for providing you with reasonable guidance, training and advice. Before the end of the probationary period, you must demonstrate capability to work to acceptable standards without requiring an unduly high level of supervision.
- 1.3 Two probationary review meetings will normally be held between you and your line manager during the probationary period. One will normally be held within two months of your start date; and the second at around the five month stage.
- 1.4 At both formal review meetings, your performance will be discussed and assessed over areas including:
 - 1.4.1 Your ability to meet the key job requirements
 - 1.4.2 Pace of work
 - 1.4.3 Reliability
 - 1.4.4 Ability to meet deadlines, to time and quality
 - 1.4.5 Initiative
 - 1.4.6 Relationships with work colleagues and other contacts.
- 1.5 Your manager will take notes of each meeting and will give you a copy.
- 1.6 If by the end of the probationary period, your conduct, performance and attendance are considered to be at or above the standards expected for the post, you will be confirmed in post.
- 1.7 If by the end of the probationary period, your conduct, performance or attendance are considered to be below the standards expected for the post, your employment may be terminated. If it is felt that improvement is likely, the probationary period may be extended for a maximum of a further three months, at the end of which a decision will be made as to whether employment be terminated or whether you will be confirmed in post.
- 1.8 If at an earlier stage in the probationary period, your manager has significant concerns about your conduct, performance or attendance, your employment may be terminated prior to the end of the probationary period.

- 1.9 Where termination of employment during the probationary period is being contemplated, the following procedure will be followed and not the capability or disciplinary procedures.
- 1.9.1 You will be invited to a formal meeting to discuss your work and the possible termination of your employment. The letter inviting you to discuss the meeting will state that termination of employment during the probationary period is being contemplated and the grounds for this. The letter will explain that you have the right to be accompanied by a work colleague or trade union representative at the meeting, should you so wish.
- 1.9.2 At the meeting, the manager will state his/her concerns about your work conduct, performance or attendance. You will have the opportunity to respond. After the meeting, a decision will be made as to your ongoing employment.
- 1.9.3 If you feel that a decision to terminate your employment is unfair, you may appeal in writing within five working days of receiving the decision letter. The appeal will be heard by a manager, who, where possible, will be more senior and who has not been involved so far. The decision of the appeal hearing is final.