**REDEPLOYMENT PLAN**

|  |
| --- |
| The purpose of this plan is to support an employee during redeployment using a strategic and planned collaborative approach. It will identify the employee’s current skills, knowledge and attributes and any support and training required. Case managers should refer to clause 1.10.1 of Appendix 1 of the *South Australian Modern Public Sector Enterprise Agreement: Salaried 2017.*  The plan should be reviewed every three months by the employee and their case manager. |

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Substantive Classification Level:** |  |
| **Division:** |  |
| **Start date of Plan:** |  |

**PART I**

|  |
| --- |
| **EMPLOYEE’S REDEPLOYMENT OBJECTIVE**  **Employee’s Redeployment Objective:**  *Provide an overarching statement summarising the employee’s goal*  **Preferred Role(s):**  *Specify the role(s) the employee wishes to transition into including a brief statement as to why* |

|  |
| --- |
| **SKILLS MAPPING** (Employee in collaboration with case manager completes Part II *Skills, Knowledge and Attributes Assessment* by the employee and the *Manager’s/Line Supervisor’s Assessment: Skills, Knowledge and Attributes of Employee)*  **Identification of Transferrable Skills, Abilities and Experience (including additional duties):**  *List key skill sets, capabilities and previous experience*  **Skills Gap Analysis:**  *Identify the gap between existing skill sets and capabilities and those required in preferred role(s) and career stream(s).* |

|  |
| --- |
| **SUPPORT AND TRAINING PLAN**  **What activities are required to address any skills, knowledge and attribute gaps?**  *Areas for professional and personal development. Please provide explanation of proposed training, job shadowing, mentoring, temporary placements etc.*  **Outline any potential or actual barriers to undertaking support and training activities. Include any other information relevant to employees’ capacity to undertake job seeking activities or any alternative role i.e. travel distance, change of hours, personal circumstances (including medical conditions), temporary or permanent workplace restrictions etc.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **AGREED ACTIONS** |  |  |  |
|  |  |  |  |
| **Specific Action/Activity** | **By Who** (Case Manager, employee or manager) | **By When** | **Progress and Comments** |
| Choose an item. |  | Click here to enter a date. |  |
| Choose an item. |  | Click here to enter a date. |  |
| Choose an item. |  | Click here to enter a date. |  |
| Choose an item. |  | Click here to enter a date. |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REVIEW**  **To ensure identified support and training objectives are being achieved the employee’s Redeployment Plan is required to be reviewed on a regular basis.**  **Review dates**   |  |  | | --- | --- | | 3 month | Click here to enter a date. | | 6 month | Click here to enter a date. | | 9 month | Click here to enter a date. | |

**PART II**

**SKILLS, KNOWLEDGE AND ATTRIBUTES ASSESSMENT**

|  |
| --- |
| Clause 1.11.1.1, Appendix 1 of the *South Australian Modern Public Sector Enterprise Agreement: Salaried 2017* requires that “*Unless an employee has expressed an immediate interest in separation, the case manager will be required to develop, in collaboration with the excess employee, an individual skills profile incorporating an assessment of the employee’s transferable, generic skills, knowledge and attributes, in particular relevant to a public sector context at the employee’s classification level or equivalent. This skills profile will be incorporated into a Skills, Knowledge, Attributes Assessment Template which will form part of the employee’s Redeployment Plan, to be jointly developed by the excess employee and their case manager.*” |

|  |
| --- |
| **GENERAL INFORMATION**  Employee’s description of their current duties and responsibilities?  Does the employee have a Resume/CV?  Information on the manager/supervisor who will be asked to complete the “Manager’s/Supervisor’s Template” relating to the employee’s skills, knowledge and attributes. Does the employee wish any other employee to be asked to complete the template?  Has the employee considered who will be their work referees and what are their contact details?  Has the employee commenced any formal study or does the employee have any uncompleted study programs? |

|  |
| --- |
| **Qualifications/Licences/Clearances (including date of expiry where relevant):**  ***The following may also include information from activities that an employee has undertaken outside of the work environment, eg being a volunteer or sporting clubs***  **Employee’s Skills:**  **Employee’s Knowledge:**  **Employee’s Experience:** |

|  |
| --- |
| What does the employee identify as their top 5 skills or key strengths?  **1.**  **2.**  **3.**  **4.**  **5.** |

|  |  |
| --- | --- |
| **We agree with:**   1. **the above record and acknowledge that this is an initial discussion which should not be viewed as a formal vocational assessment;** 2. **the case manager will exchange personal information with state government agencies;** 3. **the case manager and may contact training organisations and other service providers on behalf of the employee for the purpose of support and training activities.** | |
| **Employee Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:** | Click here to enter a date. |
| **Case Manager Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:** | Click here to enter a date. |