# **REDEPLOYMENT PLAN**

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| The *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2022* sets out the criteria for transitioning employees into alternative roles. The purpose of this form is to inform pathways into alternative roles. |

## SECTION 1 – EMPLOYEE DETAILS

|  |  |
| --- | --- |
| **Employee name:** | [Insert Employee Name] |
| **Employee agency:** | [Insert Agency] |
| **Employee title:** | [Insert Title] |
| **Employee classification:** | [Insert Classification] |
| **Current Industrial Instruments** (e.g. Award/Enterprise Agreement) | [Insert Title] |
| **Date declared excess:** | Click here to enter a date. |

## SECTION 2 – ROLE OBJECTIVES

*Employee to complete*

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| **2.1** Description of objective/s |
| [Insert details] |
| **2.2** Preferred role/s and/or agencies |
| [Insert details] |
| **2.3** Job seeking strategies |
| [Insert details] |

## SECTION 3 – SKILLS

*Employee to complete, with assistance of their case manager*

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| **3.1** Identification of skill sets and capabilities |
| [Insert details] |
| **3.2** What is the gap between the skills required to achieve your role transition objective(s) and your current skill sets? |
| [Insert details] |

## SECTION 4 – TRAINING AND DEVELOPMENT

*Employee to complete, with assistance of their case manager*

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| **4.1** What relevant training and development activities are required? |
| [Insert details] |

## SECTION 5 – VOCATIONAL ASSESSMENT

*Only if required. Initial assessment and discussion with case manager may determine that section   
3 or 4 may be sufficient.*

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| --- |
| [Insert details] |

## SECTION 6 – REDEPLOYMENT TRANSITION INFORMATION

*Employee to complete*

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| This section allows for the employee to provide information that is important and relevant for redeployment transition.  *Examples of information include flexible working arrangements (current and future requirements), location of employee residence, transportation issues, uncompleted qualifications or study commenced prior to formal declaration letter being received.* |
| [Insert details] |

## SECTION 7 – ADDITIONAL JOB SEEKING ACTIVITIES

*Employee to complete*

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| Strategies and processes that will assist in supporting redeployment: |
| [Insert details] |

## SECTION 8 – REVIEW

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| To ensure identified support and training objectives are being achieved the employee’s Redeployment Plan is required to be reviewed, on a regular basis. Please note in accordance with Clause 5.1.3 of Appendix 1 of the Enterprise Agreement, that as a minimum requirement, the redeployment programme should be reviewed at 6 months, 9 months and 12 months.  **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. | |

**We agree with the above actions in line with the roles and responsibilities of the employee and case manager.**

The case manager will exchange personal information with state government agencies and may contact training organisations and other service providers on behalf of the employee for the purpose of support and training activities.

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| --- | --- |
| **Employee signature:** |  |
| **Date (DD/MM/YYYY):** |  |
|  |  |
| **Case manager signature:** |  |
| **Date (DD/MM/YYY):** |  |