****

**NCG Performance Management – Objective Setting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Colleague Name:** |  | **Job Title:** |  |
| **College / Department:** |  | **Line Manager:** |  |
| **Academic Year:** |  | | |

This template is for line manager completion and is designed to support you in recording the key notes from anobjective setting discussion. For further guidance please visit the Objectives & Appraisals area of the People Portal.

**Objectives**

Please discuss the colleague’s objectives for the year ahead, these should reflect the key priorities for the area / college / function in which they work and focus on how the colleague can contribute towards these within the scope of their role.

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Specific Details and Key Performance Indicators**  *(SMART – Specific, Measurable, Achievable, Realistic, Timely)* | **Deadline** | **Progress Update** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please retain this document for your own records*

**TLA Personal Development Focus:**

Review feedback from activities such as:

* Learning visits of teaching and learning, work scrutiny, learner progress reviews
* Learner voice or learner performance (survey feedback or participation etc)
* Curriculum priorities or policy developments (e.g., change of awarding body, areas for development in your area, e.g., T-levels, assessment approach, end-point assessment etc)
* Your self-evaluation of your areas for development against NCG’s NCG’s Delivery Standards for Teaching and Training and/or UK HE Professional Standards Framework.
* Quality improvement plans from course/ departmental / college SAR.

Identify three key priorities for development linked to NCG’s Delivery Standards for Teaching and Training and/or UK HE Professional Standards Framework and towards:

* Subject knowledge
* Pedagogical knowledge and (where relevant)
* Technical expertise (dual professionals)

|  |  |  |  |
| --- | --- | --- | --- |
| **Areas of Focus** | | | |
| WHAT do you want to improve?  *(identify the TLA Standard or UKPSF area)* | WHY do you want to focus on this area?  *(expected student impact)* | WHEN will this be achieved? | Progress Update |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| **Peer Review (Before Appraisal Review)** | | **Next Steps** | |
| What did you learn?  What might you use?  What feedback did you give your peer?  What feedback did you receive? | | What are you going to implement in your own teaching practice? | |
|  | |  | |

# **Personal Development Activities**

A red square with black text

Description automatically generatedConsidering your objectives, and personal development focus, please agree with your line manager what CPD activities, mandatory training, and knowledge / skill development you need to participate in, in order to carry out your role more proficiently/productively.

This can be used to evidence your professional development. It can also be used to provide a log of CPD activities to Awarding Bodies if required. Examples to include, but are not limited to: Coaching/mentoring, peer observations, systems training, safeguarding, webinars / seminars, project work, people management upskilling, industrial days/visits, awarding body training and any other relevant training. The next steps are to log your CPD onto your iTrent record.

|  |  |  |
| --- | --- | --- |
| **CPD Activity** | **Key Learning / impact – how will you apply it to practice?** | **Progress Update** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed by Manager:** |  | **Signed by Colleague:** |  |
| **Date:** |  | **Date:** |  |