# RBDF Web-Based Tool + MPS:
# Supervisor's Tipsheet

## A guide for using the Web-Based Tool in the Management for Performance System (MPS)

### Background

The RBDF Web-Based Tool is an easy to use online application that guides and captures the training and development modules required by staff as they prepare for their MPS. The output from the Tool replaces the learning and development section of the 'My Work Plan' document and the data gathered will be used to provide more targeted courses that are responsive to actual demand.

For management, it is critical to encourage an employee-centred approach in using the Web-Based Tool to foster a culture of self-management and personal responsibility for career and personal development. The Web-Based Tool is *not* a replacement for dialogue in the MPS. Instead, it should facilitate discussion around learning and development to address capability gaps and thus improve performance.

### The process for Supervisors

*The guide below is in addition to the information provided in the general 'RBDF + MPS Tipsheet', available on the RBDF website (details overleaf).*

1. Prior to your MPS meeting with staff, encourage them to go into the Web-Based Tool and identify their development needs for the next year or two, based on their current role.

2. You will be alerted by an automatically generated email that a staff member has completed their module selections as part of their MPS preparations. ***Do not approve at this stage.***

3. Review their selections online via the link provided in the email and:

   a. if unsatisfied with the selections, click the 'not approved' button and provide sound feedback for change or simply a comment such as "let's discuss" (this feedback will be automatically sent to the staff member); or

   b. If satisfied, leave the selection in 'pending' mode. ***Do NOT approve yet.***

4. During the MPS discussion, discuss the selected modules and review the evidence provided for RPL or previous completions. Also consider the timing or scheduling of the training being proposed and how it fits with work load considerations in your area.

5. When satisfied, return to the Web-Based Tool and click on the final Summary page, to approve.

6. Once approved, the Summary sheet is emailed to both you and the staff member and this should be printed and attached to the other MPS documents with copies for both parties. This completes the RBDF and Web-Based Tool process.

7. At the end of the MPS cycle, you will receive a report detailing scheduled and completed training, which can be used in preparation for the next MPS cycle.

## Best practice tips + useful information

☐ Encourage staff to go online and begin using the Tool *before* the MPS discussion takes place. This gives you plenty of time to consider their selections and encourages a dialogue about professional development.

☐ RPLs for Required-Immediate modules are not available because they contain information that the University is obliged to explain to you for ethical, legal and statutory reasons.

☐ RPLs are an agreement between you and your staff. When you approve the RBDF for a staff member, you implicitly approve any RPLs contained within. The amount of documentation and evidence that you require to support the RPL is for you to decide, as it is your responsibility, along with the maintenance of those documents. A rough guide for granting RPLs is if a staff member can provide evidence of learning for roughly 70% of the learning outcomes for that module. Consider both formal learning (qualifications and previous professional development), as well as informal learning (from experience and the job context).

☐ When you click *'Approve'*, it is final, and can only be unlocked by OD, CLT or IT.

## Feedback

We welcome your feedback when using the RBDF and Web-Based Tool as part of the MPS, so that we can refine and improve it for the next MPS cycle. Please contact your HR Account Manager or send an email to od@ecu.edu.au.

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In addition to this tipsheet, please refer to the:

☐ RBDF process map; and

☐ RBDF + MPS tipsheet.

Both are available on the RBDF website along with the access link to the Web-Based Tool at:

https://intranet.ecu.edu.au/learning/organisation-development/role-based-development-framework