

Five easy steps to integrate the RBDF into the Management for Performance System (MPS)

All staff

Before the MPS discussion, obtain an overview of the RBDF and become familiar with the learning and development modules required of your role. These need to be considered alongside other localised frameworks and training matrices that are relevant to your position. All the information and links you need will be available at:

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

1. Prepare your 'My Work Plan' as part of the MPS, taking into account your development needs for the next cycle. The template can be accessed from the link above.
2. Go to the RBDF website and click on the link to the RBDF web-based tool. Log in and enter the following information:
 - a. Your employment details (position, role type and supervisor);
 - b. The MPS cycle you're working on;
 - c. Your course/module selections - under the Required and Optional tabs;
 - d. The intended timing of training or, if applicable, enter alternatives such as 'RPL', 'previously completed' or 'not relevant'.
3. When you've completed this (**ensure that you save selections for each tab**) for both 'Required' and 'Optional' tabs, before you submit review the summary, submit your selections for approval. The tool will immediately send an email to your supervisor advising them of your submission. Before you log out of the tool ensure that there is no pink warning slips – this is mainly a warning about incorrect/incomplete information.

Please note: your selections are now locked. Only your supervisor or CLT admin staff can unlock them if you've made a mistake.

4. **During** your MPS discussions with your supervisor, reach an agreement about your development selections so that your supervisor can approve them on the RBDF Web-Based Tool.
5. Your supervisor can then print the summary sheet for your development selections and attach this to the 'My Work Plan' document of the MPS. Both you and your supervisor must have a copy of all MPS documents. This is now an agreed personal development program.

If you prefer a visual map of this process, refer to the RBDF process flow diagram available from the weblink above.