Probationary Policy

1. Purpose

1.1 Education Centre of Australia (‘ECA’) requires all new employees to complete a period of probationary employment (the ‘probationary period’). The purpose of this Probationary Policy (‘Policy’) is to explain ECA’s approach to the probationary period, i.e. to assess the suitability of new employees before ongoing employment is confirmed.

2. Commencement of Policy

2.1 This Policy will commence on and from 1/01/2014. It replaces all other probation policies.

3. Application of the Policy

3.1 This Policy applies to all new employees of ECA, including employees whose employment has transferred to ECA as part of a transfer of business arrangement (a ‘transferring employee’).

3.2 This Policy does not form part of any employee’s contract of employment. If a term of this Policy is inconsistent with an employee’s contract of employment or any relevant industrial instrument, the contract or industrial instrument will prevail over this Policy to the extent of any inconsistency.

3.3 This Policy does not affect the minimum employment period under the Fair Work Act 2009 (Cth).

4. Probationary period

4.1 New employees of ECA will be employed for a probationary period of three (3) months.

4.2 ECA will endeavour to assess an employee’s performance and conduct throughout the probationary period and provide feedback about these issues. The continued employment of the employee is dependent upon their successful completion of the probationary period.

4.3 Where the employee’s performance and/or conduct does not meet the standard required for the job, ECA may elect to terminate the employee’s employment with the requisite period of notice or payment in lieu of notice.

Variations

ECA reserves the right to vary, replace or terminate this Policy from time to time.

Policy version and revision information

Policy Authorised by: David Tulloh
Title: Operations Director
Original issue: 1/01/2014

Policy Maintained by: David Tulloh
Title: Operations Director
Current version: 1

Review date: 1/01/2015
Workplace participant acknowledgement

*I acknowledge:*

- *receiving the ECA Policy;*
- *that my performance and conduct will be monitored by ECA throughout my probationary period; and*
- *ECA may terminate my employment within the probationary period if it determines that my performance and/or conduct does not meet the required standard.*

Your name: _____________________________________________________________

Signed:_______________________________________________________________

Date: _________________________________________________________________