**Tool 2. Sample Performance Improvement Plans**

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| **Areas for development**  | **Specific concerns** | **Desired outcome** | **Agreed improvement actions and supports** | **Date/timeframe**  | **Review date** | **Review comments** |
| **Example 1: Early childhood teacher** |
| Failure to maintain documentation records  | On 25/5/22 management observed:* No current observations have been made.
* No curriculum program available
 | Regular observations of all children and adherence to the planning cycle.A current curriculum program to be developed and displayed. | Utilise the allocated non-contact planning time and seek support from the Educational Leader/mentor | Immediate commencementReview to be taken in 4 weeks | Reviewed on 22/6/22  | Documentation has been met - however, will monitor during support period to ensure continued compliance. |
| **Example 2: Cleaner at an early childhood service** |
| Failure to carry out cleaning duties in accordance with job description, cleaning schedule and expected standard. | Complaints have been received regarding the poor standard of cleaning. Examples of this were:* on 30/2/22 and 12/4/22, the floor of the children’s toilet/washroom was not washed
* on 15/4/22 and 19/4/22, pieces of paper and piles of sand were left on the carpet area in the children’s playroom after the cleaning had been carried out
 | To clean the rooms in accordance with the job description, schedule of cleaning duties and expected standard. | Employee to seek guidance if unsure about the listed duties or expected standard. | Immediate Review to be taken in 4 weeks | Reviewed on 1/5/22  | Improvement in cleaning of the children’s washroom floor. |