

Employee Profile


Online Performance Review and Development Program (PRDP)

All employees have their own employee profile within the PRDP system. It is able to be viewed by the employee, PRDP Supervisors, Managers and Human Resources.

The personal and position details information is automatically provided via the Payroll system. If this information is not correct please contact Payroll.

Profile

Last modified: 2 Jun 2014

Personal details  <p>Emma Employee emma.employee@train.com Time in Organisation:</p> <p>Edit picture</p>	Position details Position title: Portfolio: Faculty/Division: Location: Reporting to: One-up Manager: Employment type: Anniversary date:
Qualifications, licences, and professional membership details <p><i>It is the responsibility of the employee to ensure that signed "as sighted" copies of all qualifications are available on personal files in Human Resources.</i></p> <p>Please indicate: Highest level of education</p> <p>Field of education</p> <p>Place of study</p> <p>If not obtained at FedUni, please specify name of provider/institution:</p> <p>Teaching qualification/s Click here to add items</p> <p>Please provide full title of teaching qualifications:</p> <p>Licence/s held</p> <p>Professional membership/s held</p>	Position description, work plan and other details Position description Annual Work Plan [VET teachers only] OHS Responsibilities at FedUni Click here to add items
Employee self-service system <p>Please ensure your personal details are correct in the Employee Self-Service System</p>	

Done

Information in this section comes from the payroll system and cannot be edited via this page.

Each employee is responsible for updating and maintaining the following areas of their profile:

- Personal photo (a professional headshot)
- Highest level of education
- Field of education
- Professional memberships
- Work plan (VET Teachers only)
- Licences held
- Teaching qualifications
- Place of study
- Position description
- OHS responsibilities at FedUni

To update information, hover over the relevant headings within the page, for those that are editable an **edit button** will appear. Make amendments and click on **Save** or **Cancel**.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, Human Resources

Original Issue: 21/11/2012
Current Version: 04/06/2014

Employee Profile

Online Performance Review and Development Program (PRDP)

An example of what displays in **Edit** mode for the *Qualifications, licences and professional membership details* section (including options for each drop-down box) is provided below:

Highest level of education:

- Secondary Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma
- Associate Degree
- Bachelor Degree
- Bachelor Honours Degree
- Graduate Certificate
- Graduate Diploma
- Master's Degree
- Doctoral Degree

Field of education:

- Agriculture, Environmental and Related Studies
- Architecture and Building
- Creative Arts
- Education
- Engineering and Related Technologies
- Food, Hospitality and Personal Services
- Health
- Information Technology
- Management and Commerce
- Mixed Field Programmes
- Natural and Physical Sciences
- Society and Culture
- Not applicable

A full list of fields included in each of these broad [Field of education types](#) as applicable for higher education and VET providers is available on the Department of Education, Employment and Workplace Relations website.

Qualifications, licences, and professional membership details Save Cancel

It is the responsibility of the employee to ensure that signed "as sighted" copies of all qualifications are available on personal files in Human Resources.

Please indicate:

Highest level of education

Field of education

Place of study

If not obtained at FedUni, please specify name of provider/institution:

Teaching qualification/s ← Add more

Please specify (multiple selections allowed)

Delete

Place of study:

- Federation University Australia
- Australian tertiary education provider
- Overseas institution
- Other

Teaching qualification/s:

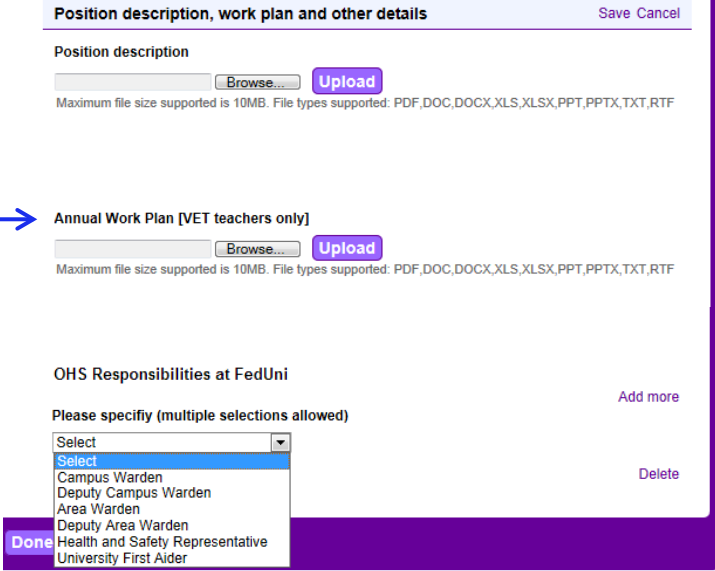
- Certificate IV in Training and Assessment
- Diploma (AQF Level 5 equivalent)
- Advanced Diploma
- Associate Degree
- Bachelor Degree
- Bachelor Honours Degree
- Graduate Certificate
- Graduate Diploma
- Master's Degree
- Doctoral Degree
- Other
- Not applicable

Employee Profile

Online Performance Review and Development Program (PRDP)

An example of what displays in **Edit** mode for the *Position description, work plan and other details* section is provided below:

Refer to the [VET Teacher Work Plan Guidelines](#) for a copy of the Annual Work Plan and information to assist with completion of this document.



Position description, work plan and other details Save Cancel

Position description

Browse... Upload

Maximum file size supported is 10MB. File types supported: PDF,DOC,DOCX,XLS,XLSX,PPT,PPTX,TXT,RTF

Annual Work Plan [VET teachers only]

Browse... Upload

Maximum file size supported is 10MB. File types supported: PDF,DOC,DOCX,XLS,XLSX,PPT,PPTX,TXT,RTF

OHS Responsibilities at FedUni Add more

Please specify (multiple selections allowed)

Select ▼

- Select
- Campus Warden
- Deputy Campus Warden
- Area Warden
- Deputy Area Warden
- Health and Safety Representative
- University First Aider

Done Delete

Employee Self-Service (ESS) system

Employees are responsible for ensuring that their personal details are correct in the Employee Self-Service (ESS) system which can be accessed via the link provided within the Employee Profile.