

2023/2024 Education Management Service (EMS) Performance Management and Development System (PMDS) calendar for all office-based educators: 01 April 2023 to 31 March 2024

JANUARY 2023	FEBRUARY 2023	MARCH 2023
<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Commence formal annual performance review for 2022/2023 cycle End of 2022/2023 cycle
APRIL 2023	MAY 2023	JUNE 2023
<ul style="list-style-type: none"> Start of 2023/2024 cycle 14 April 2023 - conclude formal annual performance review for 2022/2023 cycle Commence drafting of annual performance agreement for 2023/2024 cycle 	<ul style="list-style-type: none"> 31 May 2023 - finalise formal annual performance agreement for the 2023/2024 cycle The Performance Agreement comprises the following documents: <ul style="list-style-type: none"> Signed Job Description Signed Performance Agreement Signed Work Plan Signed Personal Development Plan 	<ul style="list-style-type: none"> First quarter informal review
JULY 2023	AUGUST 2023	SEPTEMBER 2023
<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Performance monitoring, training, and development Commence formal mid-year performance review 	<ul style="list-style-type: none"> 29 September 2023 - conclude formal mid-year performance review
OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Third quarter informal review
JANUARY 2024	FEBRUARY 2024	MARCH 2024 (end of cycle)
<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Commence formal annual performance review for 2023/2024 cycle End of 2023/2024 cycle

TASK	DUE DATE
Level 2 internal moderation of the annual performance review scores for the 2022/2023 cycle	12 May 2023
Electronic submission of annual performance review score sheets (EMS PMDS 005) for the 2022/2023 cycle	19 May 2023
Level 1 internal moderation of the annual performance agreements for the 2023/2024 cycle	09 June 2023
Electronic submission of the performance agreement compliance certificate (EMS PMDS 003), including supporting evidence of the performance agreement documentation for all office-based educators for the 2023/2024 cycle	15 June 2023
Internal moderation of the mid-year performance review scores for the 2023/2024 cycle	06 October 2023
Electronic submission of the mid-year performance review score sheets (EMS PMDS 002) for the 2023/2024 cycle	13 October 2023