

Supporting Probation Policy

Document Reference Number

PL/HR/2026/001

Date Approved

20/01/2026

Review Date

20/01/2029

EIA

Yes

Lead Officer

Vice Principal, Curriculum Operations and External Relations

Review Officer

Head of Human Resources

Version Control History

Reviewer	Date of Change	Summary of Revisions made
HR Manager	28.06.2022	Approved by BoM
HOHR/HRBP's	January 2026	Approved by BoM

1. Policy Statement

UHI Inverness recognises that a supportive and developmental probation process is vital in ensuring new staff receive appropriate guidance, training, and opportunities to contribute meaningfully from the outset of their employment.

The probation period is designed to be a collaborative process, where both the employee and their line manager engage in regular, constructive dialogue through a minimum of 3 Probation Review meetings, during which they will set clear expectations, review progress, identify support needs, and provide feedback in both directions.

Any challenges or concerns will be addressed early, with remedial actions agreed jointly where appropriate. Employees are encouraged to actively participate in review meetings, share their experiences, and seek clarification or support as needed.

All newly appointed directly employed staff will be subject to an agreed probation period—normally six months—during which mutual feedback and development are prioritised.

2. Legislative Framework / Related Policies

Publicly available UHI Inverness policies and procedures can be accessed via our website: [About us – Publications](#). Staff and Board Members can access the full range of internal policies and procedures through the Quality SharePoint site.

- 2.1. Employment Rights Act 1996
- 2.2. Equality Act 2010
- 2.3. Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (SI 2000/1551)
- 2.4. Neonatal Care (Leave and Pay) Act 2023
- 2.5. Staff Contract of Employment
- 2.6. Staff Flexible Working Policy and Procedure.
- 2.7. Staff Code of Conduct Policy and Procedure
- 2.8. Maternity and Parenting Leave Policy and Procedure
- 2.9. General Data Protection Regulations (2018)
- 2.10. Staff Disciplinary Policy and Procedure
- 2.11. Promoting Attendance Policy and Procedure
- 2.12. Supporting and Managing Performance Policy & Procedure
- 2.13. Professional Review and Development Policy and Procedure

3. Scope

- 3.1. This Policy applies to all newly appointed directly employed staff at UHI Inverness which includes the Executive Management Team.
- 3.2. For employees on fixed-term contracts, this Policy should still be applied irrespective of length of contract, in recognition of the fact that fixed-term contracts may be extended.
- 3.3. This Policy does not apply to agency staff, supply staff, contractors, or volunteers.
- 3.4. In circumstances where supply staff move to a permanent employment contract, as a result of two years continuous service on supply, this policy does not then apply.

4. Responsibilities

4.1. HR Department is responsible for:

- Providing advice, guidance and support to managers and staff in relation to contractual probation management.
- Auditing the implementation of the Policy and Procedure.

During the formal stage of the procedure, HR will also be responsible for:

- Booking an appropriate meeting room on site or online.
- Providing template invite and outcome letters for adaptation by the Manager
- Providing a note taker for the Formal Probation Review meeting

4.2. Line Managers are responsible for:

- Ensuring the consistent and fair application of this Policy and Procedure, obtaining advice and guidance from HR where necessary.
- The new appointee's line manager will have responsibility for managing the probationary period. In some instances, the line manager's senior manager may review this to ensure consistency in application of criteria, for example, when conducting a meeting to confirm that the probationary period may be extended or concluded.
- The content and issuing of formal letters to the employee, obtaining advice and guidance from HR where necessary.

4.3. Employees within the scope of this policy are responsible for:

- Attending and fully engaging with all review meetings and outcomes when required as part of the probationary process.

5. Monitoring

5.1. Each college policy will be reviewed regularly, and its implementation and effectiveness monitored. Appropriate procedures for reviewing and monitoring are the responsibility of the policy lead officer.

5.2. The following performance indicators will be used to monitor implementation of the Supporting Probation Policy and Procedure and be included in Quarterly Reports:

- Number of successful/unsuccessful probation periods.
- Nature of issues when probation period extensions are implemented.

5.3. Further breakdown of these performance indicators will be used to identify any emerging patterns on Supporting Probation and wider organisational performance.

6. Review

6.1. This Policy will be reviewed every three years unless a legal change warrants an earlier review.