



Staff Development and Training Policy

Medex (Group) Ltd are committed to the continuous development of its employees, which includes all aspects of training. The aim of this strategy and its supporting policies and procedures is to provide a working environment in which employees are able to maximise their performance, commitment and contribution to the aims of Medex.

Staff development is the terms used to include all activities, which are undertaken by and for staff in order to maintain up-date and enhance their work related knowledge, skills and capabilities.

The Purpose Of Staff Development

The purpose of staff development and the Staff Development and Training Policy is to link staff, their performance and development to the achievement of Medex operational and strategic objectives and its commitment to continuous improvement and excellence through their own personal development plans.

Guiding Principles

The following principles guide the Staff Development and Training Policy and apply to all aspects of staff development and training activity delivered both internally and externally. There is a group commitment to staff development and training.

- ❓ All employees regardless of age, grade, gender, disability or ethnic background or nature of their contract of employment are expected to undertake staff development and training, which is viewed as a continuous process throughout employment.
- ❓ Staff is required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented.
- ❓ Staff development and training is an obligation for line managers who are responsible for identifying individual training and development needs and supporting and encouraging staff.
- ❓ Formal processes, inductions, supervision sessions, performance reviews and training needs analysis are used at the individual level and staff development and training planning takes place at the group level.
- ❓ Accountability for staff development and training rests with management at every level.
- ❓ Staff development and training provision will be evaluated and reviewed by HR and the Board of Directors to ensure that it is adequate, relevant, and effective and provides value for money.

Date Published: 17/01/2018

Date Reviewed: 15/05/2024

Date Planned Review: 14/05/2025

Person Responsible: Vicki Chetwood

Medex Group Ltd



Induction

During your first six weeks of employment, you will take part in Medex formal induction programme. You will receive further guidance and training from your manager as is deemed necessary. You will be assigned a buddy during your induction period to help you settle in and give advice in the absence of your line manager.

You will also be asked to provide details on your next of kin, emergency contact along with bank account and tax documents. If you will be claiming mileage you will also be asked for the relevant vehicle documentation (see travel expenses).

Within your first six weeks of employment you will be given training on our staff intranet and email systems. It is mandatory that both these systems be checked each day you are in the office as this is Medex' main tool for communication throughout the departments. Failure to do this may lead to disciplinary action.

Development Plans

Line Manager's will be required to complete training and development plans with employees as part of the performance and development review process.

These plans will be approved and reviewed annually by the Operations Manager in conjunction with the Human Resources department.

Directors along with their line managers will plan and manage the provision of staff development and training within their areas.

Performance and Development Reviews

Performance and Development Reviews are an important and highly effective tool to assist both managers and project staff to monitor, review, target and reward your performance during the year. Every employee will receive at least one PDR each year with supervision sessions every 6 - 12 weeks in between.

There are 5 review sections – exceed client needs, working effectively and co-operating with others, quality standards, improving sales/ service, and getting the job done well and on time.

Each employee will receive a self-assessment questionnaire to fill out and return to his or her manager in advance of the PDR meeting as part of the preparation for your review to allow your manager time to identify any issues to ensure you obtain the most benefit from your review.

During the review itself your manager will ask you to talk them through your self-assessment, focusing on the areas that you have identified as being the most important and give you their own views about your performance. Both of you would then discuss any problems identified that may be holding you back and come up with solutions together and compile your action plan which would include setting key objectives and identifying any training requirements. Your questionnaire will then be passed to Human Resources along with your completed and signed performance review and will be kept in your personnel file. These will be referred back to during any further supervision sessions or reviews.

During your PDR your manager will carry out a training needs assessment and draw up a training and development plan to support you in meeting your key objectives and to develop further.

Date Published: 17/01/2018

Date Reviewed: 15/05/2024

Date Planned Review: 14/05/2025

Person Responsible: Vicki Chetwood

Medex Group Ltd



You will be given a PDR evaluation form to fill out and return to HR to allow us to make continual improvements in our business for all employees, customers, clients and consultants associated with us. This information will be treated as confidential and will be used by the Human Resources / Head Office department for statistical and compilation purposes only. This will not be kept in your personnel file.

Supervision Sessions

Supervision sessions are a means of providing support and monitoring staff progress according to their key objectives. It allows an employee to have one to one time with their manager on a regular basis to discuss and review all areas of their work as per their job description and to develop solutions to any difficulties and assess any additional training needs required to meet your key objectives. Employee's are expected to be a proactive participant in the supervision process and should come to the meetings prepared with questions on any areas of concern in relation to their personal key objectives or those of their department.

Supervision sessions should be carried out every 6 – 12 weeks. At the end of each session the date should be set for the next one so both the employee and manager can mark it in their diary well in advance.

Training Records

Training records will be maintained by the line managers and copied to Human Resources, subject to data protection requirements.

Funding

The Finance department in line with the Board of Directors sets out the budget for staff development and training. These funds are allocated to support employees in the achievement of the Group objectives.

Charges for Training

Charges are not imposed for attendance at courses funded from the Staff Development budget. However, individuals who have booked a place on a course and who then do not attend the course, with the exception of illness and other mitigating circumstances, will be charged the full unit cost of that training.