

People Development & Career Mobility Policy

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Issue Control Sheet

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1. Purpose

Our vision is to become the best company within our sector to do business with, as well as be the most desirable to work for. Underpinning this is our commitment to keep our people and customers safe, and to create an empowered culture.

This policy applies to everyone employed by Speedy Hire and sets out our aim to provide each and every individual with the opportunity to grow and develop their careers through personal development, promotions and role transfers.

Our Leadership Team have overall responsibility for ensuring the effectiveness of this policy, with the support from Learning & Development and our Training Academy.

2. Personal Development

Through regular 121s, performance development reviews (PDR) and mandatory compliance training, we will encourage all our colleagues to enhance and develop their capabilities in line with a structured training plan. This will allow everyone to fulfil their duties to the best of their ability, whilst also planning and preparing for future career aspirations.

We are committed to developing the careers of our colleagues, ensuring they achieve the best of their abilities. We are a member of the 5% Club – this means that we have committed to having 5% of our total workforce in 'earn and learn' positions by 2025.

We will increase the number of current colleagues in accredited training programmes as well as continue our commitment to invest in more apprentices, graduates and sponsored students. This commitment will help ensure that our business has a sustainable future, creating opportunities for an increased number of colleagues from a diverse background, with new skills who can become the leaders of tomorrow.

3. Our Promise

To ensure we have the ability to achieve these goals. We will:

- Ensure learning and development opportunities are created based on colleague roles, current and future business requirements, as well as personal aspirations.
- Make decisions about investment in colleague learning and development, in line with business requirements.
- Ensure that the responsibility for technical training and general learning and development is shared between the organisation and its colleagues, and that managers play a key part in all people development.
- Put in place talent and succession plans for key roles, to ensure Speedy Hire develops and retains future leaders of our business.
- Ensure that appropriate procedures are in place to plan, deliver and evaluate learning and development activity that delivers a return on investment.
- Regularly review our overall level of investment in colleague learning and development to ensure that adequate and appropriate resource is provided.
- Plan training and development activities in line with industry standards and best practice.

- Maintain and develop relationships with any relevant bodies and education institutes which will support our overall goals.

We will provide a range of learning and development opportunities to all colleagues. These fall into three categories:

- 1) **Technical Training** – to meet mandatory legal requirements and industry best practice to ensure competence in current roles.
- 2) **Learning & Development** – to develop the skills of managers and professional colleagues to enhance their ability to meet the current and future needs of the business.
- 3) **Health & Safety Training** – to ensure we maintain a safe environment for all our colleagues, customers and suppliers.

4. Career Management

Career Management is a Personal Development Plan (PDP) designed to support your career. You will review the progress of this plan within your 121 meetings and your annual performance reviews (PDR).

We also operate annual talent and succession planning where high potential colleagues are identified at every level. During these sessions, progression opportunities are identified and plans are put in place to support career mobility across the wider business.

5. Key Principles

- **Establish Goals** - The important part of career management is understanding what you're trying to achieve – this can be the hardest part. Each goal should be broken down into tasks that, once completed, will achieve the goal. A timeline can then be created to map each step along the way.
- **Track Goals** - Monitoring progress is a satisfying and useful approach. Career management involves regularly checking in on established goals and the movement being made. This helps to keep it on track and ensures career goals are being achieved.
- **Course-Correct** - Career goals will change and develop just as you do, therefore the career management process involves monitoring and adjusting goals as needed. Each step along the way will improve understanding of what you are looking for and how you'd like to get there. As you move forward, this process will help you identify new paths and destinations.

6. Career Mobility

Supporting internal career mobility is crucial for boosting employee engagement, ensuring colleagues feel that they have a future within Speedy Hire. We want all our colleagues to feel there are opportunities to progress in their careers, to further expand or enhance knowledge skills and/or experience and to develop deep subject matter expertise. All of these aspects support job satisfaction, performance, recruitment and retention.

Speedy Hire encourages all colleagues who have successfully completed their probation period to move across teams, departments, and locations within the company. You don't need the consent of your manager to apply for an internal role, but we encourage you to discuss this with them before you apply.

You can find details of all internal vacancies here: [Retacted due to external publication]

You can also visit our [Retacted due to external publication] and contact a member of the People Development Team.

