



Trainee Scheme for the Financial Year 2025-2026

Company Policy No: 26

Company: Direct Healthcare 24 t/a Little Steps Staffing Ltd

Issue No: 2

Revision Date: October 2025

Review Date: October 2026

Trainee Scheme for the financial year 2025-2026

The Trainee policy is agreed as follows:

The trainee can either work for the manager and he/she gets 10% or work for a consultant and the consultant gets the 10% but only one trainee allowed in the team.

When the trainee has hit their target of 3k GP on two consecutive months, (pro rata a 5 week month) the team are allowed to take on another trainee in that team.

The manager (or consultant) will get 10% override on the trainee for a period of 12 months, it will then revert to 2%.

If the trainee hits the 2x3k target within the 12 months and the manager (or consultant) takes on another trainee the manager (or consultant) will get 10% on both trainees (only for the period of 12 months from the trainees start date).

If after the full 12 months the trainee hasn't hit 2x3k, the overrider reduces to 2% but **the manager cannot take on another trainee until this trainee has done 2 x 3k.**

If a manager has three failed trainees in a financial year for any reason i.e. resignations or dismissals, they are **not** permitted to take on another trainee until the start of the next financial year.

All trainees will be given the following

- They will be paid up to 18k plus a £250 car allowance (This is the maximum they can be paid).
- First target. Once they achieve a GP of 6k on three consecutive months (pro rata a 5 week month) they will get a 2k salary increase to 20k.
- Second target. Once they achieve a GP of 8k on three consecutive months (pro rata a 5 week month) they will get a 3k salary increase to 23k plus a 2k bonus.
- These pay increases are only applicable if you (the trainee) have hit your weekly Adapt KPI targets as set out by your manager. These targets supersede all current trainee targets in place across the company.
- The manager will only get the 10% override each month if he/she satisfies the criteria of weekly meetings with the trainee, with the minutes being sent to the director and Human Resources. The trainees hits their weekly KPIs on Adapt and the manager takes the trainee on a minimum of 4 site visits per month.

I confirm that I have read and understood as Manager (Block Capitals).....

Signed..... Date.....