

Staff Records

Feature

"An organisation's ability to learn, and translate that learning into action rapidly, is the ultimate competitive advantage." — Jack Welch

Centralise staff documentation and training records - structured, secure, and audit-ready.

Epic's Staff Records feature gives organisations a single, reliable system to manage employee files, training history, and compliance documents. It replaces scattered folders and manual updates with a streamlined platform that ensures every record is stored, accessible, and easy to track.



Key Functions

- **Document Management:** Upload and categorise staff documents (CVs, contracts, certificates), add photos and addresses, and configure who can view them.
- **Search & Reporting:** Quickly search staff records and generate reports for audits or reviews.
- **Formal Training Records:** Record courses attended, track exam outcomes, upload certificates, and generate attendance reports per staff member or course.
- **Informal Training Activities:** Staff can log mentoring sessions, workshops, or on-the-job learning, including hours, comments, and supporting documents.
- **Manager & Staff Access Control:** Configure visibility so managers and staff can view or update records as appropriate, ensuring accountability and privacy.
- **Training Overview:** Administrators can manage training courses and activities, track attendance, and maintain a complete training history for every staff member.