

Lawray recognises that its most important resource is its employees and is committed to the training and development of its workforce. By increasing the skills and knowledge of its employees, the Company will produce confident, highly qualified personnel working together as an effective and efficient team. This will assist in enabling both individuals and the organisation to achieve their objectives and aims through continuous improvement.

This policy recognises equal opportunities and applies to all employees.

Employees will be provided with appropriate training and development opportunities to enable them to improve their performance, enhance their skills set and to achieve the standards and targets set by the Company and any applicable professional associations.

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

Professional Membership – Staff with professional memberships and accreditations are required to undertake Continuous Professional Development (CPD).

Staff are responsible for ensuring they undertake the required number of hours per annum (set by the organisation e.g. RIBA, CIAT) and for submitting their records on Lawray timesheets and the appropriate organisation's own channels. Please note: The RIBA and CIAT store records and carry out random audits each year.

Training requirements will be assessed formally by the Director/s and Practice Manager at Staff Review Meetings, at least once a year, recorded in an Action Plan and monitored throughout the year by the individual's manager or supervisor.

Special responsibility for the practical application of the Company's training and development policy falls upon the Directors, Regional Directors, Practice Manager and Associates involved in the recruitment, selection, development, retention and promotion of employees.

Employees are also 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 presented.

The Lawray Practice Manager, and office administrators, will arrange a number of CPD Training Seminars during the year, which are open to all staff. Those staff undertaking CPD will receive certification from the provider, following attendance and participation in a seminar or similar activity.

All personnel are required to record all training and Continuous Professional Development (CPD) activities on their individual *Iris™ Project Minder* Job Management system time sheets.

The Practice employee training records will be maintained, on the staff files, by the Practice Manager.

This policy will be reviewed and updated at least once annually, shall be displayed in all offices and forms part of the Lawray Employee Handbook.