

Staff Training and Development Policy

Career Development

The Company is committed to assisting you with your career plans, however, career development is ultimately your responsibility. While your manager can help you to think about your career, support your learning and development, and facilitate your next move, they cannot guarantee a specific career path for you or tell you what to do next – those decisions are up to you.

Career development means different things to different people at different times. It does not always have to be about promotion, but can be about self-development or finding a role that you think is challenging and interesting.

You should talk to your manager about the options that are available to you that might include training courses, reading, on-the job experience, coaching and mentoring.

Sponsored Studies

Some roles require professional qualifications. Applicants wishing to pursue further study, in order to gain additional qualifications should discuss their intentions with their manager who will be advise on what support may be available.

Training is a Work Activity

If you are provided with training opportunities it is because you need to gain the knowledge, skills and experience necessary to perform your job to the standard required. In return, the Company requires you to treat all forms of training as a serious work activity.

Recovery of Training Costs

The provision of training maybe conditional upon you undertaking to repay all or part of the costs incurred if you leave the Company within a twenty four month period of receiving that training.

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