

# FBN ARCHITECTS

## Training & Development Policy (CPD)

Our Business Aims & Objectives nos. 5 and 6 state that the practice will:

*Further individuals' aspirations both within the practice and in terms of their wider professional development.*

*and*

*Continue with our programme of professional training and development, focused on business goals.*

### 1 CPD

Continuing Professional Development training is required for all architects within RIAS-registered architectural practices. The RIAS Statement of Conduct includes this wording:

*"A member shall be demonstrably committed to a structured programme of Continuing Professional Development, the particular minimum requirements of which will be determined upon by Council from time to time.*

*Where a member is responsible for the employment of other members he/she shall carry out their obligations regarding Continuing Professional Development and shall seek to develop and maintain a Continuing Professional Development policy within the employing organisation."*

The practice wholly revised its CPD training on becoming 'Investors in People' in 2001. Each year the topics and methodology are re-assessed, following the staff Training and Performance Reviews in May: the next year's training programme, which runs from September, is drafted with the full participation of all, and it is carefully tailored to the needs of both the practice and the individual.

To satisfy RIAS regulations on CPD, registered architects in the practice are required to have personal CPD Records. The Training Manager has determined that the Strategic Training Plan provides the details required by RIAS.

### 2 Investors in People

In summary, as an accredited "Investor in People" we aim to identify where there are needs for training and development (for both staff & partners) to help the practice achieve its Aims and Objectives, and making plans to fulfil the needs. We were first accredited in November 2001: in 2007 we were re-assessed for our Investors in People accreditation, and approved without reservation.

The practice's Aims and Objectives cover everything from the type and quality of work we do, for example, to the individual aspirations of staff and partners.