

## Training Statement

Align Property Partners (APP) is committed to the training and development of all its employees in order to ensure the consistent delivery of quality services to its customers and clients. The aim of this training statement is to embrace best practice, this demonstrated by our commitment to developing our Investors in People status.

## Aim

As an organisation our aim is to be a committed training organisation, providing a platform for which employees can develop and meet their professional goals.

## Induction Training

Our structured approach to training commences at staff appointment with all new employees receiving an induction, which includes Health and Safety, Company policies and Business Objectives. This training is to assist them in settling into the organisation and familiarising themselves with the company culture, practices and procedures.

The Health and Safety team comprising advisors, CDM professional and fire safety consultants deliver new starter inductions, CDM and H&S work-shops, up-date fire safety and H&S notices, attend and present H&S and CDM updates and issues at the monthly management meetings, undertake staff and project review meetings, attend design team meetings and deliver CDM and fire reviews of all project designs as well providing 1-2-1 sessions with staff, particularly where they may wish to discuss items in confidence.

## Personal Development

All new staff will have a Personal Development Plan in place which guides them from their initial appointment to their professional goal, whether this be NVQ, HNC, degree or Professional Membership level. Managers appraise new staff at 3, 6 and 12 month periods and record any applicable actions, including any specific training and development requirements.

Existing staff have a formal annual appraisal carried out in March. This includes a review of staff training undertaken and is recorded on the company's server within the individuals training records.

## Responsibilities - Company and Employees

*What can you expect from APP?*

Ongoing training and support to allow you to undertake your job to the required standards  
A chance to improve your skills and knowledge to help you develop your position within the company  
Provision of CPD seminars to support lifelong learning  
Personal mentoring from enthusiastic members of professional bodies within the company  
Financial support and reward in obtaining relevant qualifications (details covered in employee handbook)

*What is expected of you?*

Be dedicated to the training/development for which you have enrolled  
Identify any difficulties/problems you may be having in relation to any training/development with your line manager  
Sign up to the APP *training agreement form* (where applicable) and keep to the details within  
Support other members of our team with their development and learning to enhance our culture

### Version Control

V1 – November 16 (Updated APP version)

V1.1 – June 17 (Concise version for bidding)

V2 – September 17 (Addition of training agreement form & letter)