

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

Allen Pyke Associates are committed to the ongoing training and personal, professional development of staff from year out graduates, through to senior staff and management. Staff training is an integral part of office procedure. It is incorporated within the Quality Assurance system and is reviewed monthly at management meetings by senior staff and team leaders. We offer a programme of Continued Professional Development (CPD), which includes both in house training and external courses along with support and assistance for those undertaking the Landscape Institute Pathway to Chartership.

APAL hold personal appraisals every 6 months for all technical and administrative staff, to monitor and encourage staff progress and to identify any training /career development needs.

New employees begin with a comprehensive introduction to the workings of the office and are assigned to a specific group leader who ensures all team members meet set offices standards and have an awareness of broader professional issues.

Training Generally – All staff

In-house CPD sessions – APAL hold regular (1-2 per month) lunchtime seminars. These include presentations on specific technical or professional subjects by members of staff or external bodies and seminars about specific products or manufacturers (eg lighting, play etc) we do, however, insist that all seminars have an educational element.

APAL also arrange visits to see places of interest, recent visits have include Greenwich Millennium Village and Canary Wharf and in the past, Copenhagen.

External Courses – Staff regularly attend lectures, workshops, courses and conferences on a wide range of professional issues. These have recently included courses on Landscape Character Assessment, Homezone design, Cityscape, Site visits to Heathrow T5. Many staff also regularly attend Urban Design Group lectures. Feedbacks from these are encouraged to enable all staff within the office to benefit. Administrative staff are encouraged to attend relevant training and professional development events.

Training is also provided, where required, in specific areas, eg management, public speaking, specific software, health and safety, risk assessment, first aid etc.

‘Year Out’ Graduates

We positively seek to ensure that ‘year out’ graduates and those starting out gain a broad range of experiences across a range of projects within the office. Assigned to a team and guided by the team leader, work is carefully programmed to achieve these objectives. APAL have employed ‘year out’ graduates over the last ten years and many have come back following their final year at University as permanent members of staff.

Graduate Mentoring (P2C)

Allen Pyke Associates fully recognise the importance of gaining the correct professional experience for those undertaking the Landscape Institute’s Pathway to Chartership (P2C). We provide a structure within which staff are fully supported through the mentoring process with each candidate being assigned a senior member of staff as their mentor. We encourage all candidates to manage this process within the work environment and as part of their personal study. Regular meetings are held to review progress and to ensure all required documentation and on-line records are kept up to date.

The practice will pay for up to two years fees associated with the Pathway Process (including one examination fee). In addition graduates undergoing the P2C benefit from up to 2 days paid study leave and ½ day paid leave for the final exam.

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