

Training Policy

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Studio E is committed to the principle of continuous training and development of its employees.

As part of this programme Studio E organise various events including:

- Continual Professional Development (CPD) seminars provided by the RIBA CPD Providers Network;
- Internal presentations of various aspects of ongoing Studio E projects;
- IT and CAD in house training session undertaken by group or one to one;
- Site visits to Studio E projects under construction;
- Visits to completed buildings.

All key members of staff are fully qualified registered architects following completion of formal education under the RIBA or equivalent overseas bodies. and all are registered with the Architects Registration Board.

## Staff reviews

Formal staff reviews are undertaken each year with each member of staff being reviewed by two members of the partner / associate group. This affords an opportunity for a joint assessment of an individual's training and development and to review the individuals CPD training record.

## CPD

Studio E recognises its role in the training and education of architects and is committed to supporting the continued training and development of both students and qualified architects employed by the practice.

The practice operates a Continuous Professional Development system for all members of the office. This is based on the RIBA CPD policy required of its members and can be split into formal accredited courses or seminars and informal in house research or training sessions. The detail of the CPD policy can be found in the CPD procedure sheet. The RIBA requires individuals to accumulate a minimum of 100 points of formal and informal training during the year.

In addition individuals are encouraged to source and attend up to four external CPD seminar events each year. CPD Professional Development Plans are submitted by each member of staff annually with the CPD Record Sheet submitted for director review prior to the staff reviews each year.

Studio E provides easy access to a range of RIBA accredited online CPDs through the SEA Wiki which follows the current RIBA core curriculum. Studio E encourages staff to take out RIBA membership and contribute 50% of the subscription and provides staff with hard copy and online access to technical magazines to which it subscribes.

All Partners and staff within Studio E LLP participate in the company's Continuing Professional Development.

## Personal Initiative

Members of the practice will develop their professional skills while undertaking technical research and reading journals and these count towards their overall CPD points.

Personal research is undertaken when evaluating new legislation or standards and in reading technical, professional, legal or design articles in the professional press.

## Students

On joining Studio E students are exposed to a wide variety of aspects of a project to obtain the experience necessary for the Examination in Professional Practice and Management (Part III). They are assigned to a project team within Studio E and it is usually the project architect within the team that becomes the student's office supervisor and mentor.

Students are encouraged to take part in the Studio E CPD programme and are allowed an additional 10 days leave per year for each student to broaden their training. The practice also makes a contribution to each student's Part III Examination fees.