

## **Training and Development Policy**

### **Policy Statement**

Moreton & Partners Limited is fully committed to ensuring that all employees have the relevant knowledge, skills, and expertise to perform their work to consistently high standards and to achieve their full potential. We recognise that the training and development of our staff is fundamental to the improvement of our operational performance and the achievement of our strategy and goals. Moreton & Partners Limited will therefore strive to make training and development an integral part of our operations and to follow a continuous process of appraisal, training and development.

The Practice acknowledges the requirements of the RICS with respect to Life Long Learning and ensure that all staff are involved in the drafting of Personal Development Plans (PDPs) which are continually monitored and updated via annual and interim staff appraisals.

Health and Safety training is vital to ensure the safety of our staff. We will therefore ensure that employees are equipped with the appropriate Health and Safety training to enable them to safely and confidently undertake the tasks required of them.

### **Scope**

This policy applies to all staff of Moreton & Partners Limited irrespective of their employment status, function, grade or location.

In accordance with the organisation's Equal Opportunities Policy, all staff are treated equally in the provision of training and development opportunities and are provided with equal access to training and development opportunities relevant to their needs.

### **Strategy**

It is the responsibility of the line Manager/Director to:

- identify and consider training and development as an integral part of the business planning process;
- ensure that the training and development needs of all staff are assessed and provided for in accordance with this policy;
- ensure our employees have appropriate training in accordance with legislation and best practice. This is to include but is not restricted to: Health and Safety, Fire Prevention and Precaution, Road Safety/Transport, Environmental Issues, Quality Management, Anti-bribery and corruption, anti-slavery and corruption;
- where applicable, ensure staff visiting construction sites have CITB training and CSCS cards and the appropriate training required by the Client/Contractor.
- agree and identify appropriate and cost effective training and development solutions;
- evaluate the efficiency and effectiveness of training and development;
- monitor the efficiency and effectiveness of this policy;

**All employees are responsible for:**

- assisting in the identification of their training and development needs and discussing these with their manager/Director;
- undertaking training and development activities which will enable them to perform their work efficiently and effectively;
- managing their own learning and professional development requirements (CPD);

**Review and monitoring**

Overall responsibility for the operation of this policy lies with the Practice Manager, it will be monitored on an annual basis and updated whenever necessary. The Director in Charge of training and development is Matthew Moreton.

Director in Charge ..... Matthew Moreton

Practice Manager ..... Marie Moreton

Date: 29<sup>th</sup> April 2025