

Training  
Strategy

**Revision history**

Revision	Date	Description	By	Approved
01	23.01.24	Strategy Creation	M Johnson	A Baggley

This is to be read in conjunction with BoonBrown’s Training Matrix.

# 1 Company Training

## 1.1 Training Policy

The BoonBrown training policy applies to all employees and workers and can be found in the below location:

<U:\06 BoonBrown Human Resources\02 Company Policies\Employees>

BoonBrown understand that it is its employees who ensure the success of the business and is therefore committed to providing training and development to improve and maintain employee skills and competence.

The company provides appropriate training to develop the knowledge and skills necessary for each team member to perform their duties effectively. Wherever possible, the company will ensure individuals have every opportunity for career development.

## 1.2 Aim of the strategy

This strategy covers the different types of training and development that the company provides, including how this is programmed.

# 2 Training Strategy

## 2.1 Types of Training

The types of training that the company provides is split into the following categories, with specific staff members undertaking targeted training subjects. Individuals may require training in some or all of the following categories, and this is recorded in our Training Matrix.

The categories are as follows:

- Induction
- All Employees
- Management
- Architectural / Technician
- CPDs
- Admin / Marketing
- Health and Safety
- External / Miscellaneous

The training subjects are sourced through both external providers and internal workshops.

For example, external providers are: Mentor, St Johns Ambulance, C2 Safety, and RIBA courses.

## 2.2 Training Matrix

The training matrix is a record of training undertaken to date and the next scheduled renewal date.

Annual training is reviewed and allocated within the first week of January, and team members have 3 months to complete the training upon notification of their requirement to renew (January – March).

Each Subject has been reviewed by category and frequency.

Mandatory training is required for renewal on either an annually or biennially basis, with the exception of certain external training providers.

For full details, please see our training matrix located here:

[Training Matrix](#)

### 2.2.1 Induction Training

Induction training is to be completed within the first week of employment and is not required to be completed again unless the management team deem it appropriate.

The Modules required are as follows;

Module	Provider	Frequency
Fire Safety	Mentor Digital	Induction Only
Slips, Trips & Falls	Mentor Digital	Induction Only
Mental Health Awareness	Mentor Digital	Induction Only
General Data Protection Regulations (GDPR)	Mentor Digital	Induction Only
Display Screen Equipment Awareness	Mentor Digital	Induction Only

### 2.2.2 Training for All Employees

All employees must complete the training subjects within this category. Typically, these are issued to individuals at the beginning of the year. These subjects are listed within the training matrix.

The Modules required are as follows:

Module	Provider	Frequency
Code of Conduct	Mentor Digital	Every 2 years
Whistleblowing	Mentor Digital	Every 2 years
The Equality Act	Mentor Digital	Every 2 years
General Data Protection Regulations (GDPR)	Mentor Digital	Every year
Cyber Security	Mentor Digital	Every 2 years
Home Working	Mentor Digital	Every 2 years

### 2.2.3 Management Training

BoonBrown Management have a duty of care to all employees. There are additional training subjects that all management (ELT and Shareholders) are required to complete every 2 years (unless stated otherwise).

The Modules required are as follows:

Module	Provider	Frequency
Modern Slavery	Mentor Digital	Every 2 years
Return to work for managers	Mentor Digital	Every 2 years
Disciplinary and grievance	Mentor Digital	Every 2 years
Stress Management at Work	Mentor Digital	Every 2 years
Managing mental health	Mentor Digital	Every 2 years
Anti-bribery and corruption	Mentor Digital	Every 2 years

### 2.2.4 Architectural / Technician Training

All Architects and Technicians, including those in training, are required to complete sector-specific training.

The Modules required are as follows:

Module	Provider	Frequency
Asbestos	C2 Safety	Every 3 years
Lone working	Mentor Digital	Every 2 years

### 2.2.5 Admin / Marketing Training

Administrative and Marketing team members are required to complete job-specific training.

The Modules required are as follows:

Module	Provider	Frequency
Internet, Email and Social Media	Mentor Digital	Every 2 years
Fraud Prevention	Mentor Digital	Every 2 years
Money Laundering	Mentor Digital	Every 2 years
Communication Skills	Mentor Digital	Every 2 years
Freedom of Information	Mentor Digital	Every 2 years

### 2.2.6 Health & Safety

The health and safety category only applies to the employees that are trained as Fire Marshals and First Aiders.

All sector-specific training related to health & Safety, will be recorded in the Architectural / Technician Training category.

The Modules required are as follows:

Module	Provider	Frequency
Fire Wardens	Mentor Digital	Every year
Fire Wardens	St Johns Ambulance	Every 3 years
Emergency first aid awareness	Mentor Digital	Every year
First Aid at Work	St Johns Ambulance	Every 3 years

### 2.2.7 External / Miscellaneous Training

This section applies to all BoonBrown employees and will be job/person specific. The frequency of this training will depend on the nature of the training and who it is provided through. An example of training in this category would be SAP Assessor training.

## 3 Additional Training / Skills

### 3.1 Developing new skills

If an employee is interested in learning a new skill within the business, we actively encourage them to speak with their line manager, you also have an opportunity to discuss this in your performance review, held in Autumn. This will then be discussed by the Directors and a response provided.

### 3.2 Additional HR related training

Mentor has a wide selection of training subjects in their online library. If an employee wishes to undertake additional training in addition to the mandatory subjects set, they are able to request this from their line manager.

## 4 Continued Professional Development (CPD)

### 4.1 Organised CPD

Continuing Professional Development (CPD) is offered within the practice, we try and incorporate one per week for each of our studios, whether this is held in person or online. We follow the RIBA Core subject curriculum, taking at least 20 of our hours from here, with a variety of subjects from health and safety, sustainability, construction, and technology.

The practice has also incorporated internal CPDs, where team members collate and present a topic of interest or relevance at the time, these have also allowed for shared knowledge and new light to be shed on matters such as changes to documents in architecture, planning and environment.

(all CPD training is recorded in the [CPD Attendance Record](#)).

### 4.2 Knowledge sharing

#### 4.2.1 One-o-Ones

Within both Studios, the sharing of information and knowledge on planning policies, building regulations, etc is key to ensuring that the team are working as effectively as possible. To aid in this a BoonBrown 101 template has been developed. This is principally an email template that enables the author to input a simple explanation of the topic and attach documents or hyperlinks for a more detailed read. The template is then saved back to the U drive under the 101 folders to maintain a record for future reference.

#### 4.2.2 Blogs

The other format of information sharing that is maintained within the practice, is the creation of 'Blogs'. These are usually a monthly publication that are published on social media rather than just being an internal publication.

The blogs are not always based on technical elements or policies. They tend to be written with a focus on the author's perspective or thoughts about a topic. There is a yearly programme, that creates a basic structure which is then fed with extra blogs, should individuals from the practice have further ideas. Again, these are saved on the U drive, for future reference.

Where 101 publications are issued internally via the author, the blogs are proofread by both associate and director level members of the practice prior to being published.

### 4.3 Informal (internal) training workshops

#### 4.3.1 Technical Workshops

Technical workshops are an informal gathering for discussion/presentation to help with the basics of construction.

Taking a house as an example, the team discuss the various details from foundation level up to roof level which help develop an understanding of the basics of construction. Discussing various options for each detail. Various options for each detail are then presented and the method of construction discussed. Staff are encouraged to ask questions about the details, so they understand how they are constructed.

Other subjects suggested by the staff are also discussed if required.

### **4.3.2 Planning Workshops**

The planning workshops are held every Friday for the Part 1 RIBA employees. The workshops are PowerPoint based and are recorded and introduce the attendees to English and Welsh planning legislation, policy, and other guidance.

### **4.3.3 Part III Workshops**

Part III workshops are designed to support placement students, part I and II apprentices and architectural assistants in their training towards becoming qualified architects. The sessions are typically an hour long, are voluntary and are held over a lunch time in an informal setting where team members are encouraged to engage and ask questions. The topics chosen are driven by the junior team members, and are focused on the following areas of architectural training:

- Navigating procurement options
- Contract Administration duties
- Contract Law
- Fee Proposal writing
- Understanding RIBA / ARB and other regulatory bodies

These workshops are typically hosted every 2-3 months, but often more frequent when an individual requires support on the run up to Part III examination. The workshops are often led by Senior Architects who understand the role of an Architect, and how to meet the ARB criteria.

In addition to the above, chartered landscape architects assist in mentoring more junior members of staff in their pathway to chartership. We also hold lunchtime question and answer sessions and mock exams.

## **4.4 Culture: Studio Sessions and Design Reviews**

### **4.4.1 Company Culture**

At BoonBrown, we believe we have created a company culture which embeds personal development and mentoring at the core of our business. Over the years, we have rolled out a variety of initiatives including design reviews, technical audits, and studio sessions, which promote knowledge sharing and collaborative working amongst our team. These initiatives ensure team members continually develop their skills and learn from others.

### **4.4.2 Design Reviews**

An integral part of our design process, during both concept and technical design, are design reviews. These are typically held at key points during the project and are an opportunity for experts in each discipline to share knowledge and ideas in relation to the project. At a design review, the project team present their proposals (typically pinned up), to nominated individuals, usually including a Senior Architect, Senior Technologist or Technician, Town Planner and Landscape Architect, alongside other junior team members who are welcome to join the review if they chose. The process is captured with feedback recorded on a design review form. We feel these reviews are important to our practice, as it ensures a cross fertilisation of knowledge and ideas across the company and benefits individual team members, as they can think more holistically about design. It also creates an opportunity for junior team members to present in a more formal setting, helping improve public speaking skills and develop confidence.

### **4.4.3 Technical Audits**

To ensure our teams deliver robust design solutions, we undertake technical audits during planning and technical drawing stages. This is particularly important for the development of our junior staff, as their schemes are critiqued by others outside of the project. During this process, they are required to respond to the audit, which may highlight unexpected issues requiring additional research or thinking. This also ensures that team members working on early



work stages are given an opportunity to work with more technical-minded team members and benefit from their knowledge and expertise.

#### **4.4.4 Studio Sessions**

Studio sessions are informal presentation sessions, typically hosted every 3-4 weeks on a Friday afternoon, whereby several team members present either: an aspect of their project, share knowledge from a recent seminar or presentation, share university work or even personal insights into a trip relevant to the built environment. These sessions are more social, however, are framed to encourage passionate discussion around architecture and place-making. They provide an opportunity to talk openly about the industry and create a platform to share ideas about upcoming community projects, marketing and aims for the practice, whilst encouraging the use of membership to bodies centred around networking and personal development. In recent years, these sessions have been used to discuss upcoming London Festival of Architecture participation, New London Architecture membership, and our CSR programme with the Heart of the City.

## **5 Mentoring**

### **5.1 Apprenticeships**

BoonBrown currently offer apprenticeship roles for aspiring architects and technicians. Help and support will be given throughout their training and a mentor will be assigned to each student. The mentor will track the individuals progress, attend tripartite reviews, and provide advice and guidance.

BoonBrown signs up to deliver our requirements under the apprenticeship training plan, bespoke to the university at the beginning of a placement.

### **5.2 Part I / Part II Architectural Assistants**

Our 'aspiring architects mentoring program' has been developed to focus individual's training towards achieving a well-rounded education, which aligns with the ARB Part 3 criteria.

BoonBrown's mentor training programme includes:

- Introduction and expectations from both mentor and mentee
- Suggested reading list
- Discuss students' aspirations/aims for the year
- Agree an achievable list of targets to learn, create or events to attend
- Undertake assessments at 3 monthly intervals to review targets completed and areas that need more support
- Formal yearly review of the programme

Architectural assistants who are training are required to complete professional experience and quarterly development records. Reviewing and signing these documents is led by the PEDR mentor. Examples of best practice is available to students in the following location:

[U:\06 BoonBrown Human Resources\08 Mentoring\Mentor Programme\04\\_Working\\_Examples](U:\06 BoonBrown Human Resources\08 Mentoring\Mentor Programme\04_Working_Examples) - PEDRs and Criteria Sheet

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