

Learning and Development policy statement

At Troup Bywaters + Anders LLP (TB+A), Growing People is one of the three pillars of our business plan:

Our people are supported to achieve their maximum potential through leadership, management, training and mentoring.

We invest in the development of all our people to support high performance, competence and progression. We maintain a learning culture through knowledge-sharing, provide learning opportunities for all levels, address learning and training needs through tailored programmes and support professional development. Our investment in learning and development is evident in the specialist L&D roles within our People team, who support the Partnership throughout all of our offices and partner with business units to deliver effective L&D provision to meet needs and develop people to meet future progression plans.

We have received external recognition acknowledging the importance TB+A puts on the development of all our people and the ongoing commitment to continual improvement in this area, including We Invest in People Platinum status.

This policy should be read in conjunction with our other policies including occupational health, safety, and wellbeing policy (for mandatory training), equal opportunities policy, and information security policy.

We are committed to:

- + Providing an induction for all new starters, including an introduction to our Integrated Management System and mandatory training including Health & Safety, cyber security and EDI, which is signed off via a checklist returned to HR.
- + Providing internal and external training opportunities, by supporting individuals through a robust process to attend relevant training, based on skills gaps or development needs, and where there will be opportunity to apply the learning in their role.
- + Coordinating and managing an annual CPD scheduled aligned to the training needs of our people to undertake their roles to the best of their ability and develop, including both externally and internally delivered CPD, allowing people to evidence professional best practice through record keeping.
- + Line management training to support those with line management responsibilities and as part of their development.
- + Publishing and evolving our own competency framework which outlines Knowledge, Skills and Behaviours for all.
- + All employees undertake a personal review with line manager and/or Partner annually as a minimum to set objectives for development.
- + Having a range of training available on-demand through our L&D wheel and memberships with the Supply Chain Sustainability School and UK Green Building Council (UKGBC).
- + Having an accredited CIBSE Training & Development scheme to provide mentoring and professional development to support people working towards professional registration with Engineering Council.
- + Increasing our numbers of professionally registered people to meet industry requirements for competence, and to act as mentors to others.
- + Nurturing our apprenticeship scheme as part of our sustainable partnership model, both in annual recruitment and continuous improvement of the experience of our apprentices.
- + Connecting people across our business units, with opportunities for knowledge sharing and collaboration, and providing opportunities to develop and input into the Partnership through our various forms (e.g. Future Leaders initiatives).
- + Reporting on our training and development metrics and progress in line with our Sustainability Strategy and Action Plan and annual ESG report.
- + Monitoring this policy and reviewing annually, particularly as training and development needs continuously change and evolve, in line with our overall Partnership and People strategies.

Signed:  James Campbell – Managing Partner

Date: 9th March 2026

Next review date Jan 2027