

Training Processes Additae Artes Limited

May 2022

We recognise that AAL is made up of highly experienced resources (Director and associates) that do not require formal structured training to achieve and document competence and capability.

We also recognise that each commission undertaken by AAL requires all resources involved in service delivery to have training.

We will apply the following steps for on-boarding of all resources on each commission:

1. Identify any training needs to fulfil minimum statutory or professional development requirements and factor these into commissions delivery
2. Compliance with any client training requirements, for example, IT use, health and safety
3. Clarity on scope, contract arrangements, milestones, and stakeholders.
4. Acceptance of CVs and other credentials as necessary by the client
5. Currency of professional qualifications and memberships, for example, Royal Institution of Chartered Surveyors (RICS); Procurement Lawyers Association; World Commerce & Contracting; and Institution of Mechanical Engineers (IMechE).
6. Compliance with professional membership requirements for Continuous Professional Development
7. Attendance at relevant client knowledge share events
8. Speak at client knowledge share events as invited
9. Quarterly look forward/look back review

Mark Elliott

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Director of Additae Artes Ltd

Ceilia Gresswell

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Director of Additae Artes Ltd

