

Training and Development Policy

Introduction

At JCP Solicitors, we are committed to fostering continuous learning and career development. Creating opportunities for growth is at the heart of #TeamJCP, and we provide training and development opportunities for everyone, regardless of background or personal characteristics.

Key Principles

Our training and development approach is built on the following principles:

- **Investing in our team members** – We will provide opportunities for growth and professional development.
- **Supporting career progression** – We believe all team members have the potential to develop their skills and knowledge.
- **Aligning training with business needs** – Training initiatives will support both individual goals and business objectives.
- **Shared responsibility** – Team members and the business share responsibility for learning and development.
- **Ensuring high-quality training** – We will provide appropriate training procedures and evaluation.
- **Encouraging self-development** – We empower our team to take ownership of their learning, with guidance from team leaders and HR.
- **Industry standards compliance** – We will maintain relationships with relevant regulatory bodies such as the Solicitors Regulation Authority (SRA).

Training and Development Initiatives

We offer a range of training and development opportunities, including:

1. **Skills Enhancement** – Training to improve job-specific technical skills.

2. **Professional Qualifications** – Support for team members pursuing additional professional or academic qualifications.
3. **Leadership and Management Training** – Development programs for managers and supervisors.
4. **Health and Safety Training** – Courses in manual handling, risk assessment, fire safety, and first aid.

Training needs will be identified through annual performance reviews, where individual development plans are created and monitored.

Continuing Competence for Solicitors

Solicitors are responsible for ensuring they reflect on, plan, and achieve their annual training requirements. To comply with SRA regulations, solicitors must:

- Maintain a personal Training and Development Plan.
- Keep an up-to-date Training and Development Record.
- Record all training on the HR portal and submit it annually.

We also have an obligation to ensure all solicitors remain competent in their roles. Training will be provided through internal courses, webinars, research, mentoring, and external programs.

Training for Other Regulated Professionals

Team members regulated by CILEX or CLC must meet their respective training requirements and maintain appropriate records. Training should align with their practice area and role.

Training for Non-Qualified Team Members

Training is available to all team members as part of our business-wide training plan, reviewed annually. Each team member is responsible for updating their training records on the HR portal.

Identifying Training Needs

Training needs will be assessed through:

- Performance reviews
- Team leader recommendations
- File reviews
- Business-wide skills gap analysis

Requesting Training and Development

Team members can request training at any time, typically through the annual performance review process. Requests should be discussed with the team leader, who will liaise with HR for approval.

Review of Training Effectiveness

HR will send a training evaluation form after course completion. Feedback helps us ensure only high-quality training providers are used.

Where appropriate, team members who attend external courses may be asked to share insights with colleagues via a seminar, discussion group, or team meeting.

Study Courses and Financial Support

We support career-related study courses (e.g., CILEX, NVQs), subject to approval from HR and team leaders. Approval depends on:

- Relevance to the role and business needs.
- Availability of funding.
- Impact on workload and client service.

Study Leave

We recognise the benefits of professional development and aim to support study leave where possible. However, business needs take priority, and there is no automatic entitlement to time off for study or exams.

Work-Based Qualifications

For approved work-based qualifications, paid study leave will be granted for up to three exams per year, plus 0.5 days of study leave per exam. Part-time team members will receive study leave pro-rata.

Legal qualifications such as LLB, LPC, or SQE do not qualify for paid study leave.

Additional unpaid leave may be granted at HR's discretion. Longer study breaks can be requested through the Holiday Policy.

Non-Work-Based Qualifications

For non-work-related qualifications, team members are not entitled to paid study leave but may request annual leave or unpaid leave.

Induction Training

All new team members will receive a structured induction, including general training and health &



safety training.

Monitoring and Compliance

We will regularly review and update our training and development policies to ensure alignment with industry standards and business objectives. The business is committed to ongoing learning and professional growth for all team members.

This policy is provided for information purposes to give an outline, for our stakeholders, of our full policy that can be found in our #TeamJCP Handbook. To request the full policy that includes procedural information, please contact HR@jcpsolicitors.co.uk