
Routes To Professional Membership (RPM) Policy

POL-045

1. Introduction

John Graham Construction Ltd. (“GRAHAM”) operate several Routes to Professional Membership (RPM) training schemes, the purpose of which is to enable employees to further develop their potential through membership of a Professional Body.

This policy is an integral addition to the overall Training Policy and is in line with the Equal Opportunities Policy.

Mentoring and training under each individual Professional Body Development Scheme will be managed through the relevant GRAHAM training scheme.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at HR-JGC@graham.co.uk

2. Scope

The Routes to Professional Membership scheme is available to all permanent, full- and part-time employees.

Specific Graduate Training schemes are available to all recent graduates from a relevant higher education course.

All participants must have successfully completed their probation period prior to commencement on the scheme.

3. Procedures

3.1. Selection Procedures

All entry level graduates can join the appropriate graduate scheme subject to:

- Meeting the entry criteria set by the Specific Professional Body and Supervising Civil Engineer (SCE)/ Assessment of Professional Competence (APC) Counsellor/ Head Mentor
- Signing a commitment statement (or a training agreement for non-academy employees).

Potential participants for all other scheme routes will be selected by Senior Management, subject to the individual meeting the specific scheme entry criteria, agreeing to abide by the relevant scheme rules and regulations and the signing of a training agreement.

3.2. Graduate Training Scheme Fees

Subject to the prior approval of the SCE/ APC Counsellor/ Head Mentor, the Company will pay all scheme registration fees.

Annual subscription, examination and interview fees must be paid by the individual during the training period.

Examination and interview fees will be reimbursed by the company upon receipt of successful completion of the professional review. Fees will not be reimbursed for any unsuccessful attempts at either the examination or interview stage.

3.3. Other Training Scheme Fees

Subject to prior selection and approval by the Managing Director, the Company will pay / reimburse all registration fees for those on a designated Graham Professional Body Development Scheme.

GRAHAM will pay / reimburse the application fees, examination and/or interview fees for a maximum of two years. If full membership has not been achieved within this timescale, the individual will thereafter become wholly responsible for payment of all subsequent fees relating to achievement of professional recognition.

3.4. Repayment of Graduate Training Scheme Fees

The Company reserves the right to recover from the employee's salary some, or all the costs incurred by the company, if the individual fails to meet agreed annual progress targets or if they decide to no longer take part in the training scheme.

GRAHAM reserves the right to recover from the individual's final salary payment some, or all the registration costs if the individual leaves the employment of the company within three years of registration (0-12 months - 100%; 13-24 months - 50%; 24-36 months - 25%).

GRAHAM reserves the right to recover from the individual's final salary payment some, or all the examination and interview fees if the individual leaves the employment of the company within three years of achieving professional recognition (0-12 months - 100%; 13-24 months - 50%; 24-36 months - 25%).

3.5. Repayment of Other Training Scheme Fees

GRAHAM reserves the right to recover some, or all of the training costs and fees if the individual either leaves the employment of the company within three years of achieving professional recognition/ during the training period (0-12 months - 100%; 13-24 months - 50%; 24-36 months - 25%).

3.6. Reimbursement of Annual Chartered / Fellowship Fees

To demonstrate the organisation's commitment to attaining exacting professional standards, all employees who achieve or hold full membership status of an appropriate professional body are eligible to claim their annual subscription for one relevant professional body. Employees are requested to pay the fee and claim back through the company expenses claims procedure. Reimbursement of fees will be authorised when the following information has been submitted to the Learning and Development department:

- Details of professional body.
- Date of achievement and renewal date.
- Proof of membership e.g. membership number.
- Receipt of payment (annually).

Employees must have passed their probation period to be eligible to make a claim. Employees within their notice period will not be received reimbursement of their membership fees.

