**TRAINING PROTOCOL**

1 The purpose of this Protocol is to set out the arrangements for the training of [Name here] (“the Trainee”) by [Name here] (“the Firm\*”).

2 The arrangements set out in this Protocol are not intended to be contractually binding or to vary or otherwise have effect on the terms of the Contract of Employment dated [ ] between [Name here (the Trainee)] and [Name here (the Firm)].

3 The Firm has designated [Name here] to be the Training Principal who will have primary responsibility for the training and supervision and mentoring and support of the Trainee.

4 The Training Principal will ensure that adequate arrangements for the Trainee are in place for:
a) Training in and experience of the Skill Sets (and work streams) identified in the
 [IPReg Competency Framework](http://ipreg.org.uk/pro/getting-qualified/training-and-supervision/) [Trade Mark/Patent] at all its stages (ensuring that
 the Trainee uses a suitable means to record their activities);
b) Support for the Trainee when preparing to take any of the professional
 examinations;
c) Training in the [IPReg Code of Conduct](https://ipreg.org.uk/wp-content/files/2012/08/IPReg_Code_of_Conduct_August_2017-website.pdf);
d) Day to day supervision, guidance and support;
e) Attendance at suitable internal and (at the cost of the Firm) external training
 courses;
f) Regular (informal and formal) monitoring and feedback (the Training Principal
 to seek input from other supervisors as appropriate); and
g) Prompt and fair resolution of any support needs identified or concerns raised by
 the Trainee (whether professional or personal).

1. In return the Trainee will:
2. Diligently commit themselves to their training and development and to their preparation for the professional examinations to the standards of professionalism expected of them;
3. Follow their supervisor’s instructions (or promptly report any concerns about those instructions to the Training Principal or other designated person);
4. Attend any internal and (if paid for by the Firm) any external training courses stipulated by the Training Principal;
5. Keep a record of work done in a form agreed with the Training Principal to demonstrate and discuss competence and areas for further development; and
6. Identify any support needs or concerns in a timely manner.

1. Both the Training Principal and the Trainee will seek to:
a) work together in a constructive and supportive manner; and
b) endeavour to resolve any disagreement.

Signature of Trainee: ……………………………. Signature of Training Principal: ………………………………