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LOST ART LIMITED: Policy statement on training and development

Lost Art Limited recognises that its most important resource is its employees. It is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling the organisation to achieve its aims and objectives that are to provide specialised, high quality production, restoration and regeneration of historic landscape furniture through a well trained and supported working team. By increasing the skills and knowledge of its staff the organisation will produce confident, highly qualified staff working as an effective and efficient team.

The individual training and development needs will be identified through

- A training needs analysis questionnaire
- An annual performance appraisal
- Requests from employees.

The training and development needs identified will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary after assessment.

All internal training provided by the organisation will be of no cost to the employee. External courses and professional qualifications may be fully or partly funded by the organisation depending on the nature of the training.

Employees are encouraged to be responsible for their own development and as such may inform the organisation of their

development needs and take part in prescribed development activities.

As part of the organisation's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

This policy respects equality of opportunity and applies to all employees.

Policy owner	Damian Liptrot/Office Manager
Approved by	Dominic Liptrot/Managing Director
Effective date	01/01/2026
Review date	01/01/2027
Version	1.0