

Complaints Form

The form should be completed as fully as possible and returned to the Learning and Manager to record receipt and investigate.

Please provide any additional supporting information that you feel may be relevant.

The Learning and Manager will contact you within 5 working days.

Name:	
Contact Number:	
Contact Email:	
Qualification:	
Unit Code and Title (if applicable)	
Trainer/Assessor:	
Please describe the nature of your complaint	
Signature :	
Date:	