



# Complaints Form

## OFFICE USE ONLY

Date Complaint Form received	
Date Acknowledgement letter sent to student (must be within 5 working days)	
Complaint register completed	

Training Services Manager                       Nominated Officer

Signature		Date	
-----------	--	------	--

## OUTCOME

Training Services Manager                       Nominated Officer

Signature		Date	
-----------	--	------	--

Notice of decision sent to student (max. 10 working days)

Name		Date	
------	--	------	--