

Complaints & Appeals Policy and Procedure

Policy Statement

Apprentice Team Ltd are committed to providing an excellent level of service. If at any stage you feel you are not satisfied with the level of service, we advise that you follow the procedures detailed below to raise your complaint to the necessary department.

If individuals are not entirely satisfied with any level of service or results and decisions made by training personnel in regard to examinations and assessments, the following complaints and appeals procedure is provided below:

Complaints & Appeals Procedure

1. Raise your complaint with the member of staff responsible for the service about which you are complaining, If the matter is not resolved, promptly or fully, their line manager will become involved to work with you and the individual or team to reach a satisfactory resolution.
2. If at this stage, you are not satisfied with the outcome or with how your complaint has been handled you may begin the formal complaint procedure by completing the complaint log below.

Return the completed complaint form to:

Apprentice Team Ltd First Floor, 12 Saltergate, Chesterfield, S40 1UT.

Once the complaint has been received an investigation will begin following the below steps:

- Apprentice Team Ltd will send a letter or email confirming receipt of the complaint form within 3 working days of receiving it.
 - Speaking with you to reaffirm basic details and documenting previous communication.
 - Gathering of evidence concerned around the complaint.
 - Interviewing staff members involved in situation.
 - The manager will send you a detailed written reply to your complaint, including suggestions for resolving the matter, within 21 working days* of sending you the acknowledgement letter.
 - At this stage, if you are still not satisfied, you should contact us again and we will arrange for a senior manager to review the decision.
 - Apprentice Team Ltd will write to you within 14 working days* of receiving your request for a review, confirming the final decision on your complaint and explaining the reasons.
3. If you are not entirely satisfied with the final decision made by Apprentice Team Ltd in relation to assessment or examinations, you can make your complaint direct to the awarding body you are registered with. Please contact the administration team for confirmation of the awarding body you are registered with.

Awarding Body (Apprenticeship Frameworks / Standards)	Awarding Body (Functional Skills)
I Can Quality Ltd (ICQ)	Skills First

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Plymouth, 4 th Floor, Salt Quay House, Sutton Harbour Plymouth PL4 0HP	Suite 416 Fort Dunlop Birmingham B24 9FD
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4. If you are not entirely satisfied with the final decision made by the awarding body, you can appeal in writing to the Qualification Regulators. Further guidance is provided following the link below:

<https://www.gov.uk/government/organisations/ofqual/about/complaints-procedure>

To make a complaint to Ofqual, you can do so by writing to:

Ofqual

Earlsdon Park

53-55 Butts Road

Coventry

CV1 3BH

Or on email at: complaints@ofqual.gov.uk

Or by telephone: 0300 3033344

5. For any complaints that are not related to assessments or examinations and you are not satisfied with the response from the senior management team following the appeal procedure, you can make a complaint direct to the Education and Skills Funding Agency with further guidance provided following the link below:

<https://www.gov.uk/government/publications/complaints-about-post-16-education-and-training-provision-funded-by-esfa/complaints-about-post-16-education-and-training-provision-funded-by-esfa>

Complaints can be made by writing to:

Customer Service Team

Education and Skills Funding Agency

Cheylesmore House

Quinton Road

Coventry

CV1 2WT

Or by emailing: complaints.esfa@education.gov.uk

6. For further clarity, advice and guidance about this policy and procedure or to gain help in making a complaint please contact our Operations Director who will be happy to advise:

General Manager: Sarah McNeil

Telephone: 01246 278931

Email: sarah.mcneil@apprenticeteam.co.uk

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Complaints Form

Date:	
Name:	
Organisation (if applicable):	
Address:	
Contact telephone number:	
E-mail address:	
Summary of complaint:	
How would you like to see your complaint resolved?	
Any other information you would like to provide:	
Signed:	
INTERNAL USE ONLY	
Acknowledgement	
Investigation	
Response Log	
Action Taken	
Date completed	

***Please attached / include any additional notes, supporting evidence or documents you wish you provid**

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