

## **COMPLIMENTS, COMPLAINTS AND FEEDBACK POLICY**

### **1. SCOPE**

South East Landbased Training Courses LLP is committed to providing a high-quality service to all our customers. We view complaints as an opportunity to learn and improve our services to customers as well as an opportunity to put things right for the person or organisation that has made the complaint.

Our aim is to ensure complaints are handled sensitively and speedily to enable us to:

- Demonstrate our commitment to clients, learners and other stakeholders

- Demonstrate our commitment to providing the best possible service
- Help to find out about things that have gone wrong so we can fix them
- Help to prevent things going wrong again in future.

A complaint is defined as an expression of dissatisfaction with a product or service delivered by us whether justified or not.

### **2. RESPONSIBILITIES**

Overall responsibility for this policy and its implementation lies with Partnership.

### **3. POLICY PRINCIPLES**

Our policy principles are to:

- Provide a fair complaints procedure which is clear and easy to use
- Publicise our complaints procedure so that people know how to contact us
- Make sure everyone at SELTC knows what to do if a complaint is received
- Make sure all complaints are investigated fairly and in a timely way
- Ensure complaints are, wherever possible, resolved and that relationships are repaired
- Gather information which helps us to improve what we do
- Ensure that all complaint information will be handled confidently.

### **4. COMPLAINTS PROCEDURE**

SELTC will not normally investigate complaints which are received more than six months after the incident or occurrence took place.

Complaints can arrive through many different channels and may be received verbally, by phone, by email or in writing.

All complaints are required to be logged by SELTC whether informal or formal. Reasonable complaints will be dealt with as below, if more time is needed the complainant will be advised.

If a complaint cannot be resolved immediately and requires to be formally addressed by SELTC the complaint process applies.

- Step 1 - the complaint information will be passed to Individual responsible for managing complaints within 5 working days of receiving the complaint

- Step 2 - the information will be added to the complaints/opportunities to improve log
- Step 3 - a letter acknowledging receipt of the complaint will be sent within 5 days of receiving it, enclosing a copy of this policy, a contact name and date of expected reply.
- Step 4 – the complaint will then be investigated
- Step 5 - we will write within 10 working days of receiving a complaint, confirming our final position - whether the complaint is justified or not, the reply to the complainant will describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint.

If the complainant feels that the problem has not been satisfactorily resolved at this stage, they can request that the complaint is reviewed by a different person at SELTC and the following process applies:

- Step 6 - a letter acknowledging receipt of the complaint will be sent within 5 working days of receiving it
- Step 7 – the complaint will then be investigated
- Step 8 - write within 10 working days of receiving the complaint confirming our final position - whether the complaint is justified or not, the reply to the complainant will describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint
- Step 9 - The decision taken at this stage is final, unless it is appropriate to seek external assistance with resolution.

The complainant also has the right to raise any complaints to the appropriate Awarding Organisation or Accrediting body and or the regulators such as Ofqual.

Complaints procedure and contact details for a regulator or a regulated Awarding Organisation can be obtained from the following regulators website.

- For Ofqual approved qualifications (England, Wales and Northern Ireland\*) complaints should be made in writing to Ofqual, Earlsdon Park, 53-55 Butts Road, Coventry, CV1 3BH or emailed to [complaints@ofqual.gov.uk](mailto:complaints@ofqual.gov.uk).

## **5. COMPLIMENTS AND FEEDBACK**

We define a compliment as an expression of praise concerning a high level of service delivery and/or customer care received.

Acknowledgements will be sent within 5 working days of receipt in respect of all feedback and compliments.

Compliments and feedback which warrant a response will be replied to within 10 working days.

*Reviewed & Approved by: South East Landbased Training Courses LLP 14.04.21*

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