



Learner Appeals Policy

We are a progressive training organisation providing mandatory training to a range of organisations. We provide a range of First Aid, health and safety, food safety, education, and training, assessing qualifications through a range of Awarding Organisations.

We are committed to providing high quality training and qualifications, and to ensuring that equality of opportunity underpins all aspects of our work.

This policy relates to complaints that our customers, students and suppliers may have about our organisation and sets out our formal procedure for dealing with such complaints.

It is important that all appeals are raised directly with (company name).

Our appeals policy is a four-stage process, each process is detailed below, most complaints will be resolved to a satisfactory standard at stage one.

If the complaint is not resolved at stage one then it should be escalated to stage two and if not resolved again it should be escalated to stage three, finally if not resolved at the third stage the final stage should be used.

Stage one:

- Complaint is raised directly with the assessor conducting the assessment, who will deal with the concern/complaint at the time that it is raised.
- The usual course of action would be for the candidate to repeat the assessment.

Stage two:

- If the candidate is still not happy with the outcome of the second assessment, they should raise this as soon as possible with the course tutor or centre manager, details of the centre manager are provided here:
- (Name), (company), (address), (telephone), (e-mail), (website).
- We will aim to resolve all complaints within 10 working days in writing.

Stage three:

- Only if the candidate is still not happy with the outcome from the training centre can they refer their appeal to the relevant Awarding Organisation, who will carry out an investigation into the complaint and will contact the complainant with the results of their investigation.
- Details of the Awarding organisation is provided at the time of booking.

Stage four:

- Stage four is the final stage of the appeal, if your appeal has not been resolved, you can take your appeal to Ofqual, CCEA regulation or QiW using their appeals procedure, however, you must have exhausted all options above.

You can make us aware of your complaint by letter, phone, or email.

Office of Qualifications and Examinations Regulation

Earlsdon Park,
53-55 Butts Road,
Coventry
CV1 3BH

Telephone: 0300 303 3346

(Lines are open Monday to Friday, 9.00am to 5.00pm)

Textphone: 0300 303 3345

Fax: 0300 303 3348

Email: info@ofqual.gov.uk

Qualifications Wales

Q2 Building
Pencarn Lane
Imperial Park
Coedkernew
Newport
NP10 8AR

Email: contact@qualificationswales.org

Policy: <http://qualificationswales.org/media/1444/281015-reg-complaints-awarding-bodies.pdf>

CCEA Regulation

Marisa Getgood (*Complaints Co-ordinator*)

CCEA
29 Clarendon Road
Clarendon Dock
Belfast BT1 3BG

Email: mgetgood@ccea.org.uk

Telephone: +44 (0)2890 261407

Fax: +44 (0)2890 261234

Text Phone: (0)2890 242063

You need to provide regulators with the following information:

- What the complaint is about
- Your full name and candidate number (if you have one)
- The training provider's name and number
- The name of the awarding organisation or exam board
- The qualification or unit title and code number
- Copies of any relevant supporting documents.

Ofqual promise to:

- acknowledge receipt of your complaint within two working days of receiving it
- give you a full response within 30 working days.

(Company name) will keep a written record of all appeals made and the outcomes, this will be made available to any inspectors or other organisations that conduct Quality Assurance based audits.

Our primary is to provide high quality customer focused training and qualifications; therefore, we aim to have very few appeals to our decisions and certainly aim to resolve any appeals within our company.

This policy was approved by: Peter J Cook Managing Director / Head of Centre July 2020

Review Due (24 months from approval).