

EarnLearn

Formal Complaint Form

Please complete the form with as much information as possible.

Your complaint will be investigated, and an outcome reached within 30 days. You will be notified by email of the outcome.

Name:			
Email:			
Phone:		Date:	

Complainant Role	✓	Programme the complaint relates to:	✓
Learner		Electrical/IMC	
Assessor		Plumbing, Gasfitting & Drainlaying	
Verifier		Cranes	
Employer			
Tutor			
Other (please specify)		Other (please specify)	

Description of complaint

Provide as much information as possible so that we can fully understand what happened. Include dates and timelines. Please also supply any relevant documents that will help us understand the issue and sequence of events e.g. email communications.

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Thank you for bringing this matter to our attention.