



Grow Safety Training

Grow Safety Training Complaints Policy



QUALIFICATIONS
NETWORK
APPROVED CENTRE

Complaints Policy

Document Control

Document Owner	Adam Spears - Owner
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Document Review

All Grow Safety Training Policies are reviewed on a regular basis, usually at least bi-annually. This policy will also be reviewed as required due to feedback from stakeholders or in line with changes in legislation, regulation or industry best practice. A full review will also be undertaken should any issue arise, whether internal or external, that Grow Safety Training consider would impact on the way in which appeals against decisions are handled.

Grow Safety Training is a progressive training organisation providing mandatory training to a range of organisations. We provide a range of First Aid and Health and Safety training and qualifications that are endorsed or accredited by Qualifications Network.

At Grow Safety Training 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 complaints are raised directly with Grow Safety Training. Our complaint 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 trainer/assessor conducting the course, who will deal with the complaint at the time that it is raised.

If the complaint is not about a course but about another aspect of our business, then the complaint should be raised with the staff member the customer is in communication with.

Stage two:

Complaint should be referred to Grow Safety Training head office where there is a named contact who deal with complaints, they can be contacted, in writing by using the following details:

Adam Spears, Grow Safety Training, adam@growsafetytraining.co.uk, 01732 671106, www.growsafetytraining.co.uk

We will aim to resolve all complaints within 10 working days in writing.

Stage three:

Complaint should be referred to Qualifications Network, who will carry out an investigation into the complaint and will contact the complainant with the results of their investigation.

Qualifications Network can be contacted by phoning 08451 218 328.

Stage four:

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Stage four is the final stage of the complaint, if your complaint has not been resolved, you can take your complaint to Ofqual.

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

Office of Qualifications and Examinations Regulation

Spring Place

Coventry Business Park

Herald Avenue

Coventry

CV5 6UB

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

You need to provide Ofqual 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.

Grow Safety Training will keep a written record of all complaints and compliments made about our business, 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 complaints and certainly aim to resolve any complaints within our company.