

Focus Awards Complaint Form

Please complete this complaint form and return, using the email address postal address below, to Focus Awards. We will acknowledge receipt within 48 hours and explain what action will be taken next.

Name:

Are you a: (please tick)

Learner

Head of Centre

Tutor/Assessor

IV

Other:
Please State

Address:

Telephone number:

Email address:

Name of Centre:

Summary of complaint:

What action, if any, have you already taken to try and resolve your complaint? (Whom did you speak to, when and what was the response?)

What actions do you feel might resolve the problem at this stage?

What action, if any, have you already taken to try and resolve your complaint? (Whom did you speak to, when and what was the response?)

Are you attaching any supporting documents? (Please tick)

Yes

No

If yes, please give details:

Signature:

Date:

Please email your complaint form to info@focusawards.org.uk