

ELA TRAINING SERVICES

Complaints & Appeals Procedure

COMPLAINTS & APPEALS PROCEDURE

PURPOSE

This procedure is designed to provide you with the means of obtaining a quick, fair and impartial response to any complaint you have with ELA Training Services (ELA). Privacy and confidentiality will be assured unless disclosure is necessary to progress the complaint, in which case you will be notified in advance of the disclosure.

SCOPE

You are entitled to invoke this complaints procedure if you feel dissatisfied with any aspect of service to yourself provided by ELA. The following matters are specifically **excluded** from its provisions:

- Disciplinary matters for which there is a separate procedure
- Any matter determined by legislation

Whilst it may not always be necessary to hold face-to-face meetings with you when considering your complaint, either party may request a meeting. Throughout the complaints procedure you have the right to be accompanied to all meetings by a person of your choice.

COMPLAINTS PROCEDURE

Informal stage

1. If you have a complaint, you should take it up in the first instance with the member of staff directly concerned within seven working days of the issue arising. This is often best done verbally and informally, although you may present your complaint in writing if you wish.
2. The member of staff involved will report back to you within five working days and attempt to resolve the issues raised. Most complaints do not progress beyond this initial stage.

Formal stage

1. If you are not satisfied with the outcome of the informal stage, you may refer the matter in writing to the Company Director within seven working days of the response at the informal stage.
2. It is important that you detail in your complaint:
 - Your name
 - How you may be contacted (preferably address and telephone number)
 - The general nature of your complaint
 - The specific substance of your complaint (including names, dates and documentary evidence where relevant)
 - Details of the action you have taken under the informal stage, and the outcome, reason for your dissatisfaction and any proposals you may have for its satisfactory resolution.

3. The Company Director will acknowledge the complaint within five working days of receipt. The Director will then consider whether the complaint is well-founded. If it is not, the complaint will not proceed and the complainant will be informed within ten working days of the reasons why the complaint was found to be not well-founded.
4. Alternatively, if the complaint is well-founded, the Company Director will contact the student or member of the public within ten working days to inform them they will be dealing with the complaint.
5. The Company Director will provide a final written response within a further twenty working days where possible, and will maintain a record of the complaint.

APPEALS PROCEDURE

Should a learner disagree with an assessment decision they have the right to appeal against it. This procedure describes the process for this.

Stage 1

Following the assessment and feedback of the assessment decision, if the learner disagrees with the outcome of the assessment they need to query it verbally with the assessor straight away.

Stage 2

If the query cannot be resolved directly between the learner and the assessor and the learner is still not satisfied, the next stage would be for the learner to speak to the centre Internal Verifier (IV) and if possible put the query in writing to the IV.

Stage 3

If the centre assessor and IV are unable to resolve the learner's query, this will then need to be forwarded to the centre External Verifier (EV) in writing.

Stage 4 (Final stage)

If the centre External Verifier is unable to resolve the learner's query then the Awarding Body Lead EV will need to make a final decision which the learner will be unable to appeal against.

EXPENSES

ELA Training Services may, at its discretion, reimburse a successful complainant reasonable and proportionate incidental expenses, necessarily incurred and claimed by complainants.

QUESTIONS

Queries relating to this Complaints Procedure should please be referred to the Company Director of ELA Training Services at Suite 303, Boundary House, Boston Manor Rd, London. W7 2QE.

Name: Ali Khan

Position: Operations Director

Dated: 30/07/2020

Date of next review: 30/07/2021