

Be More Training Complaints Policy

Introduction

This document sets out Be More Trainings complaints policy and procedure and is aimed at our learners and all interested parties who encounter a direct or indirect service from Be More Training.

Be More Training values our learners who undertake one of our programmes of study. We aim to provide a professional and inclusive space for all of our learners and we take great pride in ensuring that each learner feels valued and is in an environment where they can learn. We are committed to providing the highest level of customer service and aim to deal with any complaints within the first 48 hours.

Therefore, it is important should you feel that you have encountered a level of service that is below both yours and our expectations that you raise any concerns you may have with us immediately so that we may address them and learn lessons appropriate to improving service level expectations.

Scope

This policy covers complaints that learners and members of the public may wish to make in relation to the qualifications offered by Be More Training.

It is not to be used to cover enquiries about services offered by Be More Training or appeals in relation to assessment decisions made by Be More Training. These areas are covered by separate policies. Should a complaint be submitted which is in fact an appeal we will respond to inform the relevant party that the issue is being considered in accordance with our published Appeals Policy.

If you are unhappy about the way an examination or assessment was delivered or conducted and you suspect malpractice and/or maladministration may have occurred, you should send your concern to us in accordance with the arrangements as stated in our Malpractice & Maladministration Policy. This should occur as soon as possible to protect any associated evidence that may form part of your complaint.

Be More Trainings responsibility

We advise that our staff and learners involved in the management, assessment and quality assurance of our qualifications, are aware of the contents of this policy and their individual responsibilities in relation to this.

How should I complain?

Stage 1

All Be More Training staff are trained to support our customers and are all keen to help, so you should first try to sort out any problem at the earliest opportunity by speaking to the person who dealt with, or is the cause of your issue/complaint.

Stage 2

If the Be More Training staff member cannot help, or if you wish to speak to someone else regarding the problem, please complete our complaints form and pass it on to complaints@bemoretraining.net this will then be picked up by Tom Hughes, Managing Director, and a response given back to you no later than 48 hours. Be More Training might ask you a few more questions in order for us to be able to action your complaint with the best possible outcome and a solution given to you within 14 working days.

Stage 3

If stage 2 is not possible, or if you are not satisfied with the outcome provided by this member of staff, please send written confirmation of your complaint detailing all aspects (including any evidence and communications already received) to Tomhughes@bemoretraining.net which must be received within 20 working days of the outcome given at stage 2 of the complaints procedure and you will have a response acknowledging your complaint within the 48 hours.

If at the outcome of Stage 3 and only where you have fully exhausted the process and you are unhappy with the outcome, you can contact Active IQ directly if you feel there was a significant breach by Be More Training of Active IQ's various procedures (available here: <https://www.activeiq.co.uk/for-centres/policies-and-procedures>). Contact details can be found on Active IQ's website (available here: <https://www.activeiq.co.uk/contact-us/>).

Confidentiality and whistle blowing

Sometimes a complainant may wish to remain anonymous, however, it is always preferable to reveal your identity and contact details to support a comprehensive review/investigation. If you are concerned about possible adverse consequences, please inform us that you do not wish to divulge your identity.

What happens if my complaint is upheld?

If any part of your complaint is upheld we will of course respond to the complainant accordingly and give due consideration as to how we can improve our service and arrangements. For example, reviewing our procedures and actions to evaluate the need/impact of any required changes to our existing arrangements and assessment processes (if relevant), or the need for additional for staff training. In extreme circumstances, internal disciplinary procedures may be exercised where the performance or behavior of our staff is deemed inappropriate.

In situations where a complaint has been successful, or where an investigation following notification from Active IQ indicates a failure in our processes, Be More Training will give due consideration to the outcome and will, as appropriate, take actions such as:

- identify any other learner, who has been affected by that failure
- correct, or where it cannot be corrected, mitigate as far as possible the effect of the failure
- ensure that the failure does not recur in the future
- compensate the learner if the centre is found it has compromised its own terms and conditions that form part of the contract between us and the learner in question

Thank you for your contribution and commitment to making our policy work.



COMPLAINTS FORM

Name:
Date:

Email:
Contact Number:

Nature of complaint, please give as much detail as possible and send this to complaints@bemoretraining.net:

Be More Training are committed to ensuring that all complaints are dealt with in line with our complaints policy and guidance. We will get in contact with you and acknowledge your complaints within 48 hours and have an outcome for you within 10 working days. For more information, please view our complaints policy.