



# Complaints Procedure

## Objective

To enable Port Training Services (PTS) to receive, investigate and effectively deal with complaints.

## Procedure

At PTS we aim to provide high quality services for all of our learners, customers and visitors. It is important that all who use PTS are able to express their feelings and experiences of the services we provide. These can be both positive and negative. If PTS know what our learners, customers and visitors experiences are, we can build on what we are doing well and introduce changes where required to continuously improve the service we offer.

A **complaint** is telling us about something that has made you unhappy about the service you have received or the service falls short of your expectations.

## How to make a complaint

You can make a complaint either by completing the attached form (all forms will be logged, analysed and reported on), telephoning our office on 01670 357030 or emailing PTS at [info@porttrainingservices.co.uk](mailto:info@porttrainingservices.co.uk). If you want to appeal against an assessment decision then please follow the Assessment Decision Appeals Procedure.

### Stage One

In the first instance the complainant is encouraged to discuss their complaint direct with the persons(s) involved (i.e. for a learner, direct with their assessor, or the internal verifier if the complaint is about the assessor). If the complaint remains unresolved or they are still aggrieved then the complainant will be encouraged to progress to Stage Two. If the matter is deemed serious, or if the complainant is unable to raise the matter direct with the person(s) involve the complaint can move directly to Stage two.

### Stage Two

If following Stage One the complainant is unhappy with the response given or are dissatisfied with the way the complaint is being handled, then the complaint will be formalised using the complaints form. Receipt of the form will be will be acknowledged within 2 working days. An investigation will be conducted by the Training Manager, who will contact the complainant within 10 working days with the conclusion.

### Stage Three

If unhappy with the outcome of the complaint following Stage Two the complainant can escalate the complaint to Stage Three by writing direct to the Business Development Manager, within 5 working days of receiving feedback about the complaint after stage Two. The Business Development Manager will investigate the complaint and review the findings of the Stage Two investigation, responding to the complainant within 5 working days with the outcome.

This will be the final stage of PTS Complaints Procedure. However if the complainant is still unhappy with the outcome they have right to contact the awarding body (where applicable).

### Complaints to Awarding Bodies:

All learners on regulated qualifications (including all SVQs) have the right to complain to the awarding body once they have exhausted the PTS Complaints Procedure

An awarding body will deal with complaints about:

- Assessment — in the broadest sense, including the conduct of, preparation for, and environment for, assessment
- Dissatisfaction with the way in which PTS has handled the complaint

An awarding body will **not** deal with complaints about:

- Assessment decisions (For appeals against an assessment decision follow the Assessment Decision Appeals Procedure).
- The wider experience of being a Learner with PTS (e.g. support services, funding, facilities)

Further information can be obtained directed from the awarding body (for example See SQA's Customer Complaints and Feedback web page).

All learners on regulated qualifications (including all SVQs) have the right to complain to Ofqual once they have exhausted PTS complaints procedure and the awarding body's Complaints Procedure.

## Escalation to an External Agency

Where the complaint concerns a learning programme that is funded by the Education and Skills Funding Agency, you have the right to complain directly to the ESFA, at the contact details shown:

Email: [nationalhelpdesk@apprenticeships.gov.uk](mailto:nationalhelpdesk@apprenticeships.gov.uk)

Telephone: 0800 015 0400 (8am to 10pm, 7 days a week)



## Complaints Form

When you have completed this form please send it by email to [info@porttrainingservices.co.uk](mailto:info@porttrainingservices.co.uk) or by post to Port Training Services, Quay Road, Blyth, Northumberland, NE24 3PA.

Your Details	
Your Title	
First Name	
Last Name	
Address	
Post Code	
Contact Details Telephone Number and E-mail Address	
<i>Please give details of your complaint. Please tell us what you think went wrong, how it has affected you and what you think should be done to put things right:</i>	