

Complaints and compliments Procedure and forms

HOW TO COMPLAIN OR COMPLIMENT US

1. Introduction

We are always interested in your views, whether you are studying here, attending a conference or meeting, visiting the College, or are an external contractor.

We are keen to hear from you whether you want to say something nice about us – which we always pass on to those involved – or if you are not so happy. In that case, please let us know so we have a chance to do something about it. If you can do so whilst you are here it is much easier.

2. When should you complain?

- If you are unhappy with any of the services you have received from the College or feel that your needs have not been met.
- If you feel you have not been treated as you would expect to be treated by any member of staff or other person at the College.
- If you are unhappy with something to do with the course you are on (if you able, it would help if to raise any concerns with your tutor at the time).
- If you are unhappy with something to do with your time at the College.
- As soon as is practically possible. The College reserves the right not to consider complaints made more than one calendar month after the event or your attendance at the College unless there are extenuating circumstances.

3. How to complain to us

Step One:

Whilst you are here you can:

- speak to someone – ask at reception and a member of staff will be called.
- send an e-mail to StudentSupport@fircroft.ac.uk
- complete a complaints form, available from the display in front of reception or on the Student 'S' drive.

If you have left you can:

- send an e-mail to StudentSupport@fircroft.ac.uk
- write to us at:
 - Student Support
 - Fircroft College of Adult Education

 - 1018 Bristol Road

 - Selly Oak

 - B29 6LH

- Telephone us on 0121 472 0116.

Step Two:

We will acknowledge receipt of your complaint, by e-mail where possible. We will normally send a response to your complaint within ten working days. This may take longer depending on the nature of the complaint e.g. where an investigation needs to be carried out. We may contact you for more information.

Step Three:

If you are unhappy with the response which you receive please send details of your complaint, together with your reasons for not accepting our initial response to the Student Experience Manager within 10 working days of receipt of the response. You will receive an acknowledgement and a response normally within ten working days.

Step Four:

If you still do not feel that your complaint has been sorted out you may write to the Principal and Chief Executive outlining the details of your complaint, and the reasons for not accepting resolution within steps two and three.

Your letter should be addressed to the Clerk to the Governing Body at the College address. Arrangements will then be made for your complaint to be considered by two members of the Governing Body who have not previously been involved in the issue within reasonable time.

Your complaint will be dealt with confidentially and no one will be contacted without your permission.

4. Complaining to Education and Skills Funding Agency

If you have followed the College procedures but are still not satisfied, you can complain to the Education and Skills Funding Agency either by email to complaints.esfa@education.gov.uk or in writing to:

The Complaints Team
Education and Skills Funding Agency
Cheylesmore House
Quinton Road
Coventry
CV1 2WT

Complaints Form

We are keen to improve our services so please let us know where you feel we have not met your expectations and we will look into your concerns.

Your complaint will be dealt with as confidentially as possible however we will need to consult with any individuals involved.

| | |
|-----------------|-------------------|
| Name | Telephone No..... |
| Address..... | |
| | |
| | |
| E-mail address: | |
| | |
| Signed | Date |

Please tell us what your complaint is about (please write on the back if you need to)

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When you have completed this form please put it into the letterbox in the College's front door (by the Reception area) or hand it in or post it to:

Student Support, Fircroft College of Adult Education,

1018 Bristol Road, Selly Oak, Birmingham, B29 6LH

StudentSupport@fircroft.ac.uk

Compliments Form

We are always pleased to hear about anything you have enjoyed or appreciated at Fircroft.

| | |
|-----------------|-------------------|
| Name | Telephone No..... |
| Address..... | |
| | |
| | |
| E-mail address: | |
| | |
| Signed | Date |

Please tell us what we have done well/right and we will make sure we pass on your compliment (please write on the back if you need to)

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