



Compliments, Complaints and Feedback Procedure (Public)

Date approved: September 2015 (updated December 2015 and March 2016)

Approved by: AMT

Review date: September 2016

Responsible manager(s): Director of Quality and Standards

Executive lead: Deputy Principal

Applicable to learners:	Yes/No*
Accessible to learners:	Yes/No*
Accessible to general public: (including clients)	Yes/No*

Consultation		Date
Consultation undertaken with:		
Management Forum	Yes/No/NA*
AMT	Yes/No/NA*	Sept 2015
CCMT	Yes/No/NA*
Learners	Yes/No/NA*
Employee representatives (HR policies only)	Yes/No/ NA*
Other (university of Salford)	Yes/No/ NA*	Mar 2016

Section 1

The Compliments and Feedback procedure

The College welcomes feedback from all users of college services. There are number of options available to all our customers to provide compliments and feedback to the College.

- Surveys
- Student and Employer Forums
- By emailing: talkback@blackpool.ac.uk
- By completing the 'Have your Say' compliments and feedback form available at all main reception areas.
- By writing to the appropriate Head of Department.

Section 2

The Complaint Procedure

Stage 1

Students

Students are encouraged to resolve issues informally before they become a complaint. Various avenues are open to students to do this:

- Students may raise their concerns directly with the person who, in their opinion, is responsible for the problem or with a lecturer/course leader for their course.
- Students may raise issues with their course or programme representatives who may take those issues to staff/student liaison meetings or to the student forum meetings.
- Directly with the Head of School/Department.

Employers

Employers are encouraged to attempt to resolve issues locally. They can:

- Raise issue with the assessor or manager for the curriculum area concerned at any stage, but particularly at apprenticeship reviews.
- Raise issues with the Skills and Business Development Directorate.
- Use an Employer Forum to bring issues to the attention of managers.

Others

Parents and other members of the public or any incidental user of the College services should, in the first instance, raise the issue directly with the person who, in their opinion, is responsible or with the supervisor or manager of the area concerned.

Former students are expected to raise any concerns within three months of completing their course of study.

The iKnow Advice Team can advise on the appropriate person to complain to and provide support if required.

Stage 2

Where a complaint has not been satisfactorily resolved at Stage 1 you may choose to progress your complaint to Stage 2 In your correspondence you should clearly identify the nature of your complaint at Stage 1 and what has been done to attempt to resolve the complaint at Stage 1 within 10 working days of receiving your response at Stage 1. We will send an acknowledgement within 5 working days.

As part of a Stage 2 complaint, the College may make a request for additional information. If this is the case then the College would expect to receive the requested information from the complainant within 10 working days from the date of our request.

We aim to provide you with a formal response within 10 working days. If we are unable to do this you will be kept informed of our progress.

Stage 3

Where a complaint has not been resolved satisfactorily at Stage 2 you may choose to progress your complaint to Stage 3 which is the final stage of the College complaints procedure. This should be made in writing within 10 working days of when you received the Stage 2 response. Again you should explain why the outcome of the Stage 2 process is not satisfactory and what you would like us to do next. Correspondence for Stage 3, should be addressed to the Deputy Principal, Blackpool and The Fylde College, Ashfield Road, Bispham, Blackpool FY2 0HB.

We will send you an acknowledgement within 5 working days and we aim to provide you with a response to your Stage 3 within 20 working days.

(For University of Salford awards, complainants will be issued with a Completion of Procedures letter at the conclusion of the College Stage 3 process)

- **This ends the College Complaints procedure**

Other information

For Further Education courses if the complainant is not satisfied with the outcome of the Stage 3 process they have the opportunity to escalate their complaint (where procedures allow) to the appropriate awarding body or the Skills Funding Agency.

Skills Funding Agency - www.skillsfundingagency.bis.gov.uk

Where procedures allow for Higher Education courses this would be our partner universities

University of Salford awards

Students have the right to escalate their complaint to the University and would enter the University process directly at Stage 3. Please note that the University of Salford will only accept requests for escalation if the complaint relates to academic related complaints e.g. programme delivery, teaching, feedback and learning resources.

www.governance.salford.ac.uk/page/student_policies *(correct as at September 2015)*

Please note that it is normally a requirement of the above agencies that a complaint has completed Stage 1, 2 and 3 of the College complaints process.

Office of Independent Adjudication (OIA) (Higher Education only)

If the student after seeking resolution with the partner University is still not satisfied, the student has the right to request a review by the Office of Independent Adjudication (OIA). In order to do this the student will need to obtain a Completion of Procedures letter from the Blackpool and The Fylde College, Quality and Standards Directorate or the partner university. Request for review to the Office of Independent Adjudication should be submitted within 12 months of the date the Completion of Procedures letter is issued.

Office of Independent Adjudication - www.oiahe.org.uk

Completion of Procedures Letters

- Where procedures allow the College will issue a Completion of Procedures letter following the conclusion of College Complaints procedures.
- For University of Salford awards. If the student chooses to escalate their complaint to the University (see note above) a Completion of Procedures letter will be issued by the University.