

Complaints Form

Name of complainant:	
Employer (company) name:	
Phone number:	Date of incident:
Address:	Qualification title:
Participant name(s):	
Mentor name:	

Describe the nature of the complaint:

Describe any efforts made to resolve the complaint:

What would be your desired outcome?

Office use only

Response sent in writing: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reference number:
Noted in continuous improvement register: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Signed:	

Please email quality.compliance@spectra.edu.au, post or fax to Spectra Training to the attention of the CEO.