



Windmill Training Ltd. **Complaints Policy**

Our Responsibilities

We are committed to providing a high-quality service for our learners, clients, stakeholders and the community we serve.

We will deal with legitimate complaints in a fair, prompt and objective manner. Complaints will be dealt with without recrimination and learners will not be disadvantaged by raising a complaint.

We will be fair in the treatment of all those who complain irrespective of age, gender, ethnicity and disability. Complaints will be dealt with promptly and constructively. All complaints will be dealt with in confidence but shared with any person who may be the subject of a complaint. The outcomes of any complaint will be shared with the complainant and any staff involved. Complaints made which, on investigation, turn out to be malicious, may result in disciplinary action.

All results from any investigation maybe forwarded to professional or legal bodies for further actions

The Managing director will be responsible for the management of the Complaints Policy and all learners will be informed whom the Head of Centre is

Scope of Complaints Procedure

The Procedure deals with complaints arising from:

- Delivery (or lack of delivery) of services for education and training including teaching, course content, tutoring, assessment, feedback on progress and learner support during learning programmes;
- Incorrect or misleading information about services provided by the Centre
- Delivery (or lack of delivery) of support services provided by the Centre including administration of fees, enrolment processes, Centre accommodation, health and safety and learner resource services;
- Unacceptable actions or behaviour by Windmill training ltd representatives, staff and/or other learners.

Date reviewed: 6th October 2023

Next review: 6th October 2025 by Quality assurance manager



Separate procedures exist for:

- Learner discipline;
- Assessment appeals.

How to complain

Formal Complaints must be made in writing to the Managing Director.

Should the complaint be about the managing director the complaint should be made to the Quality Assurance Coordinator.

Support can be made available for all those involved in a complaint including:

- Representation: parent, guardian, friend or supporter
- Help with completing the Written Complaint

Induction will provide further details regarding this process.

Resolution of informal complaints

Informal complaints should be possible to resolve through discussion between the complainant and the appropriate members of staff. The initial complaint may be made orally or in writing and the member of staff receiving the complaint should make a suitable response within 10 working days, orally or in writing. It is expected that staff are tactful and courteous in dealing with a complaint. If the complainant is dissatisfied with the response received, they should then be guided to using the formal procedure.

Formal procedure

A formal complaint should be made in writing within 15 working days of an incident or action from which the complaint arises, or from the date when the complainant received an oral or written reply to an informal complaint (see above). In exceptional circumstances, a longer period will be considered. The complaint should be sent to the Managing Director. If the complaint involves the Managing Director an alternative senior manager will be appointed to manage the process. The complaint will be logged, and its receipt will be acknowledged to the complainant within 5 working days.

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The Managing Director will carry out an initial assessment of the complaint within 5 working days. In most cases, complaints will be referred to an appropriate staff for investigation and report. More serious or unusual complaints will be investigated personally by the Managing Director.

An appropriate Company manager will carry out an investigation of the complaint and may interview the complainant; the respondent; witnesses to the matter or events; and anyone they believe may have a role in establishing validity of the complaint, as required. They will prepare a summary and report back to the Managing Director within 10 working days of the initial assessment.

The Managing Director will record the outcome of the complaint and either arranges a meeting to deliver the outcome or notify all those involved in writing as appropriate. All results and actions will be confirmed in writing to all those involved.

If the complaint involves a learner, they will be offered support at the meeting. All learners will be encouraged to bring a supporter to the interview. Vulnerable Adults and those under 16 years of age must have the support of their care worker, or a person of their choice, who can act as their advocate and the Head of Centre must be informed.

The formal complaint should be resolved within 25 working days of the receipt of the original formal complaint. If it appears that a decision will not be reached within the due period, those involved will be advised of the need for a longer period.

The decision made will be final, but this does not affect an individual's legal rights.

Review of the Complaints Policy and Practice

Once a year the Company's Senior Management Team will review the Complaints Policy and Practice to include:

- Number of complaints of each type;
- Time taken to process complaints;
- List of outstanding complaints;
- Outcomes to complaints;
- Results of appeals;

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- Analysis of complaints and outcomes by age, gender and ethnicity of complainant.

If changes are required, the Complaints Policy will be rewritten and all staff and learners will be informed of the changes.

A record of all complaints for 3 years will be available to the relevant authorities for audit purposes.

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Next review: 6th October 2025 by Quality assurance manager