

Notification of Complaint

Brooks and Kirk recognise that there may be times when individuals feel aggrieved and may wish to complain about matters other than assessment decisions (which are handled through the appeals procedure).

This should be used in conjunction with the Brooks and Kirk Complaints Policy and Procedure for Learners, Apprentices and Employers.

Please complete all sections and return this form as soon as possible to the address shown at the base of this form.

Your name	Are you currently undertaking a qualification with Brooks and Kirk? If yes please give the title and level of qualification or apprenticeship programme.
Candidate's work address	Address for correspondence if different

Explain the nature of your complaint (use a separate sheet if necessary)

Your signature

Date

Please send this completed form to either:

The Centre Manager

Brooks and Kirk

63 Wide Bargate

Boston

Lincolnshire

PE21 6SG

Or email it to:

support@brooksandkirk.co.uk

Thank you