

Complaint Resolution Form

Complaint resolution form	
Name of organisation:	
Date complaint received:	
Name of complainant:	
Name of Complaint adjudicator:	
Contact details for adjudicator:	
Summary of complaint (attach more sheets if necessary):	
Resolution agreed by organisation and complainant (attach more sheets if necessary):	
Signed by Chief Executive:	/ /
Signed by Learner:	/ /