



Where do you want to be tomorrow?

New Career Skills Complaints Form

Please use this form to outline any complaints or grievances you may have with training, materials, staff or anything that you feel is under the control of New Career Skills Ltd. This form will only be seen by the directors of New Career Skills and you will be kept anonymous throughout the complaints procedure. New Career Skills takes any points you make very seriously and all issues will be fully investigated. You will be kept informed during and after the complaints procedure.

Name _____

Enrolment Code _____ Telephone _____

Course Title _____

Please outline the complaints below and include the person(s) involved.

Student Signature _____ Date _____

Please send this form **Recorded Delivery** to Complaints Department, New Career Skills Ltd, NCS House ,Watch Business Centre, Chain Lane Battle East Sussex TN33 0HG

Office Use Only
Quality Managers Signature _____
Date Received _____
Course Advisor _____
Trainer _____