Student Complaint Form

Signature LEARNING

Name: _____ _____ Date: _____

Trainer / Assessor: _____

Unit / course delivered: _____

Instructions:

Please complete the form outlining the nature of your complaint. Please ensure you include any actions you have already attempted to resolve the issue. The completed form should be submitted directly to the PARTNERS in person or by email trene@signaturelearning.net or brian@signaturelearning.net

1. Please outline the nature of your complaint in detail:

2. Please give details of steps taken to resolve this issue directly with your trainer / assessor.

Comments: Your feedback is important to Signature learning & Development in continuously improving the quality of our training outcomes. Please expand on the above points and further information you feel may be relevant to today/s training and future outcomes: