

---

## COMPLAINTS & APPEALS PROCEDURE

### Introduction

Before having recourse to the Complaints Procedure, a stakeholder should make every effort to resolve a problem with the individual(s) concerned or consult his/her main contact or tutor for help and advice. Only when these steps have failed, or when the stakeholder has good cause for not pursuing these means of resolving the issue, should the Complaints Procedure be invoked. Submission of a formal complaint initiates the formal Complaints Procedure.

The Complaints Procedure shall not apply to cases in which an individual wishes to appeal against an academic decision by the centre or an awarding organisation; in such instances the applicant should follow the relevant Appeals Against Assessment Decisions Procedure, information is available on the Information tab on the VLE to all learners whether enrolled on a course or not, as is this Complaints Policy and Procedure

No action will be taken in the case of complaints made anonymously.

Stakeholders shall not be disadvantaged for lodging a complaint in good faith.

### Procedure

Complaints received more than 6 months after the event in question will not normally be investigated.

The complaint should be in writing (by letter or email) and addressed to the Operations Director.

The Operations Director shall acknowledge receipt of the Complaint within 7 days of the receipt of the completed Complaints form. The purpose of the first stage of the procedure is to ascertain the nature and details of the complaint. For this purpose, the Operations Director may invite the complainant to a meeting or discussion (digitally or face to face) to clarify the complaint. The complainant may be accompanied by a friend or representative at this meeting and at any other meetings under this procedure. The friend or representative may make notes during the meeting and the purpose is to ensure that the procedure is conducted accordingly but not to take any active part in the discussions.

The purpose of the second stage of the procedure is to gather all material evidence relating to the complaint and for the Operations Director to reach a decision on outcome of the complaint.

Subject to the written consent of the complainant, and sufficient evidence, the following provisions apply:

- To investigate the complaint, the Operations Director will seek information as necessary from anyone else likely to be helpful in resolving the matter, including the complainant. Information may be sought in writing but may be discussed via other means. All documents, files, emails and records of conversations will be held securely and confidentially by the Operations Director.
- Once all necessary information has been gathered, the Operations Director shall decide whether it is possible to reach an outcome decision on the complaint. Any decision will be

---

communicated in writing to all parties to the complaint, with a summary of reasons for the decision.

- Appropriate action shall be taken in the light of the outcome of the investigation. The action will be intended to resolve the matter but may include the initiation of formal disciplinary action against a member of staff or a learner under the centre's disciplinary procedures.
- On the completion of the investigation the Operations Director shall notify the complainant and other parties to the complaint in writing of the outcome and of any consequential action to be taken. This will include a summary of the reasons for the decision.
- A complaint will normally be determined within 12 weeks from receipt of the complaint. However, all parties will be informed of the reasons should a longer period of investigation be required.

## Appeals

A complainant may seek a review of the outcome of their complaint only on the ground of procedural irregularity on the part of the Operations Director.

A complainant wishing to lodge an appeal about the outcome of a complaint which has been investigated shall do so in writing, addressing the appeal to the Business Development Director at our registered address, within 14 days of notification of the outcome of the investigation. The Business Development Director will normally complete the review of an appeal within three weeks following its receipt.

If the Business Development Director, having reviewed the original complaint file and sought any evidence as appears to be necessary to reach a decision, considers there to be grounds for the appeal, he may make appropriate arrangements to have the complaint reconsidered. Any further action or outcome will be decided by the Business Development Director and will be final.

In the case of qualification-led or accredited programmes, The Business School (UK) Ltd reserve the right to make the contents, process and outcome of any complaint known to the relevant Awarding Organisation or regulatory authorities under the provisions and requirements of Malpractice and Maladministration, Plagiarism Policies. Any complainant registered with the awarding organisation may take the decision to discuss the complaint and outcomes with the Awarding Organisation as an independent adjudicator after any final decision has been appealed.

## Monitoring

The Operations Director will monitor:

- The number of complaints made, and upheld or rejected;
- The nature of the matters raised and any remedial action recommended and taken;
- The ethnic origin, gender and other data relating to the complainants for diversity monitoring purposes.

## **Confidentiality**

All information which a complainant, or anyone else, provides to the Operations Director during the course of an investigation of a complaint shall be treated as confidential, subject to the need to divulge information to investigate a case and any requirements of General Data Protection Regulations requirements. The complainant must also maintain confidentiality through the whole process.

The Business School (UK) Ltd holds Cyber Essentials accreditation and all data is held digitally and securely.

Please also see our Equality, Diversity and Inclusivity Policy. Any complaints made under areas considered relevant to Equality, Diversity and Inclusivity will be reviewed in light of this policy, which may include escalating timescales.

## **Contact Details:**

The Operations Director  
The Business School (UK) Ltd  
114 Apedale Road  
Wood Lane  
Staffordshire ST7 8PH  
Email : [helen@thebusinessschool.uk.com](mailto:helen@thebusinessschool.uk.com)

The Business Development Director  
The Business School (UK) Ltd  
c/o 77A Cheap Street  
Sherborne  
Dorset DT9 3BA  
Email : [david@thebusinessschool.uk.com](mailto:david@thebusinessschool.uk.com)