

# Complaints Report Form



<b>Date of Complaint</b>	
<b>Name of Complainant</b>	
<b>Title of Complainant</b>	Client / Trainer / Employee / Work placement Supervisor
<b>Contact Details</b>	

This document should be attached to the Complaints & Appeals Form

Comments:

<b>Complainants Signature:</b>		<b>Date:</b>	
<b>Staff Member's Signature:</b>		<b>Date:</b>	

<b>Copy given to complainant</b>	YES / NO	<b>Date:</b>	
<b>Complaints &amp; Appeals Form attached</b>	YES / NO		