### G.6 National Apprenticeship Programme: Apprentice Complaint Form

### New Apprentice Complaints Form

An Apprentice completing the Apprentice Complaint Form should consult the Apprentice Complaints Procedure. This form should only be completed by Apprentices who wish to pursue a complaint beyond Stage I of the Institute’s Apprentice Complaints Procedure. At this point, the relevant National Programme Manager /Programme Leader/Manager should have explained the remaining stages of the complaint’s procedure to you.

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| Apprentice’s Details |  |
| Name |  |
| ETB (off-the-job) |  |
| Programme Year |  |
| Address for Correspondence |  |
| Email |  |
| Phone Number |  |

The complaint should be specific and well-documented and include dates, locations, and witnesses as appropriate. Please outline the substance of the complaint

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Please outline previous eﬀorts to resolve the matter

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How would you like the complaint resolved?

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| --- | --- | --- | --- |
| Signature |  | Date |  |

The completed Complaint Form should be returned to your relevant National Programme Manager/Programme Leader/Manager