



## CUSTOMER COMPLIMENTS AND COMPLAINTS PROCEDURE

DART is committed to providing a quality service to all customers and other stakeholders. To do this we need to constantly look for ways of improving how we work.

You are in the best position to judge how we are doing and we certainly need you to tell us when we get it wrong.

We strive not to give cause for complaint, but every one received is recorded and acted upon. Quite often we can resolve a complaint immediately. If not, we will investigate your complaint fairly and deal with it quickly and confidentially.

We are also pleased to receive letters of praise for our staff, and for the service that we provide.

You can make a compliment or complaint by talking to any member of staff or alternatively, you can contact us as follows:

- You can ring us on: 01332 794910
- Fax us on: 01332 794911
- Email us on: enquiries@darttraining.co.uk
- Write to us at:

Customer Services  
DART Ltd  
Manor Farm House  
London Road  
Shardlow  
Derby  
DE72 2GR

### **FAQs:**

#### ***What happens if I have concerns but do not want to make a formal complaint?***

If you have a concern or query about any aspect of the company, but do not at this stage want to make a formal complaint, talk to any member of staff who you think may be able to help. We take all concerns seriously and many can be sorted out very quickly and with little fuss at this stage. This will not be recorded as a complaint; however, notes of your query and any action taken will be made.

#### ***What happens when I make a formal complaint?***

Upon receipt of your complaint we will send you a letter confirming that we have received and recorded your communication. If you have reported the complaint verbally, please make it clear that this is a formal complaint and you will be sent an outline of your concerns within a letter.

A senior manager will investigate your complaint and will aim to dispatch a full

response to you within 10 working days of receipt of your communication.

Sometimes more complex complaints take longer than 10 working days to investigate. If so, we will write to let you know of the delay, and when we expect to complete the investigation.

If your complaint is upheld, we will apologise and let you know what we are doing to put it right. If we feel that your complaint is not justified, we will explain why.

***If I am still not satisfied with the response...***

If you are not satisfied with the response you have received, you can ask for a further review to take place. We will acknowledge your request within two working days of receipt of the request. A review by the Director or a Senior Manager will be conducted and again, we will aim to send you a reply within 10 working days.

***If I wish to take my complaint further...***

We hope to resolve most complaints before this stage. However, if you feel that we have not dealt fairly with your complaint, or feel we have not investigated your concerns properly, you may take your complaint to any of the following agencies:

**Education Issues**

Ofsted Tel: 08456 014772

**Skills Funding Agency**

Tel: 0845 377 5000

**Young Peoples Learning Agency**

Tel: 0800 121 8989

***What happens if I make a compliment?***

Your comments will be passed on to the member of staff, team or department recognised. We will write to you to acknowledge receipt of your communication, and to confirm that your compliment has been passed on appropriately.