

## 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.

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

Please outline previous efforts to resolve the matter

How would you like the complaint resolved?

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