

Appeals Policy

First Aid Safety, is a progressive training organisation providing mandatory training to various organisations. We offer a range of first aid, mental health food and fire safety, qualifications through Qualifications Network UK.

We are committed to providing high-quality training and qualifications and ensuring that equality of opportunity underpins all aspects of our work.

This policy relates to complaints that our customers, students and suppliers may have about our organisation and sets out a formal procedure for dealing with such complaints.

Our complaints policy statement is set out below.

It is important that all appeals are raised directly with First Aid Safety

The appeals policy is a four-stage process, each process is detailed below, most complaints will be resolved to a satisfactory standard at stage one.

If the complaint is not resolved at stage one then it should be escalated to stage two and if not resolved again it should be escalated to stage three, finally if not resolved at the third stage the final stage should be used.

Stage one:

The complaint is raised directly with the assessor conducting the assessment, who will deal with the concern/complaint at the time that it is raised.

The usual course of action would be for the candidate to repeat the assessment.

Stage two:

If the candidate is still not happy with the outcome of the second assessment they should raise this as soon as possible with the course tutor or centre manager, details of the centre manager are provided here:

Centre Manager
First Aid Safety
Richbell House
5 Richbell Place
London
WC1N 3LA

Telephone – 020 7112 8543
e-mail – enquiries@firstaidsafety.co.uk

We aim to resolve all complaints within 10 working days in writing.

Stage three:

Only if the candidate is still not happy with the outcome from the training centre can they refer their appeal to Qualifications Network, who will carry out an investigation into the complaint and will contact the complainant with the results of their investigation.

Qualifications Network can be contacted by phoning 020 3795 0559.

Stage four:

Stage four is the final stage of the appeal, if your appeal has not been resolved, you can take your appeal to Ofqual, CCEA regulation or QiW using their appeals procedure, however, you must have exhausted all options above.

You can make us aware of your complaint by letter, phone or email.

Office of Qualifications and Examinations Regulation
Spring Place
Coventry Business Park
Herald Avenue
Coventry
CV5 6UB

Telephone: 0300 303 3346
(Lines are open Monday to Friday, 9.00 am to 5.00 pm)

Textphone: 0300 303 3345
Fax: 0300 303 3348

Email: info@ofqual.gov.uk

Qualifications Wales
Q2 Building
Pencarn Lane
Imperial Park
Coedkernew
Newport
NP10 8AR

Email: contact@qualificationswales.org

Policy: <http://qualificationswales.org/media/1444/281015-reg-complaints-awarding-bodies.pdf>

CCEA Regulation
Marisa Getgood (Complaints Co-ordinator)
CCEA
29 Clarendon Road
Clarendon Dock
Belfast BT1 3BG
Email: mgetgood@ccea.org.uk
Telephone: +44 (0)2890 261407
Fax: +44 (0)2890 261234
Text Phone: (0)2890 242063

You need to provide regulators with the following information:

- What the complaint is about
- Your full name and candidate number (if you have one)
- The training provider's name and number
- The name of the awarding organisation or exam board
- The qualification or unit title and code number
- Copies of any relevant supporting documents.

Ofqual promise to:

- acknowledge receipt of your complaint within two working days of receiving it
- give you a full response within 30 working days.

First Aid Safety will keep a written record of all appeals made and the outcomes, this will be made available to any inspectors or other organisations that conduct Quality Assurance audits.

Our primary goal is to provide high-quality customer-focused training and qualifications; therefore, we aim to have very few appeals to our decisions and certainly aim to resolve any appeals within our company.

This policy was approved by: Compliance Manager at First Aid Safety – 11 July 2024

Review Due (24 months from approval).