



COMPLIMENTS AND COMPLAINTS PROCEDURE

Introduction

Please note: should your issue be in relation to an assessment outcome or with respect to a qualification you are or have been undertaking and you wish to make an appeal as to the outcome, please see our [Appeals Policy](#).

Lantra take all complaints and feedback seriously. We value the time taken by the complainant to bring issues to our attention and use such complaints and feedback as a mechanism for informing Lantra's programme of continuous improvement. We are committed to undertaking a thorough investigation and working with our customers with the aim of finding amicable solutions.

The compliments and complaints procedure may be used by centres, training providers, instructors, assessors, learners, customers or any individual that has a concern with regard to the products or services provided by Lantra and its employees.

Compliments or complaints may be made about any aspect of the product or service provided by Lantra organisation (or its representatives, such as instructors or external verifiers). Occasionally, learners may wish to complain to Lantra Awards about the service they have received from their centre/training provider. Where appropriate, the centres/training provider internal processes should be exhausted before a complaint is raised with Lantra.

In accordance with ISO 9001:2015 and ISMS27001:2013 procedures, a log of all compliments and complaints is maintained. The log is monitored to identify shortcomings in our service to customers and areas where we may have an opportunity to improve. The Lantra Audit and Quality Committee is made up of Lantra Trustees and receives quarterly reports regarding compliments and complaints, and may recommend additional action to be taken, especially if any particular trends are identified.

Compliments Procedure

If you wish to formally compliment Lantra on any aspect of its product or service including that received by individual members of staff please contact any member of Lantra staff in writing or email. All compliments are passed to the Quality and Compliance Manager to log.

Complaints Procedure

A complaint will be logged as such if:

- the customer is clearly stating either verbally or in writing that they want to make a complaint OR
- the customer is unhappy that a member of staff is unable to resolve an enquiry to their satisfaction and the member of staff asks the customer if they wish to make a formal complaint

Complaints made in writing must be sent to the **Quality and Compliance Manager**, Lantra, Lantra House, Stoneleigh Park, Coventry, Warwickshire CV8 2LG.

The Quality and Compliance Manager can be contacted by e-mail:

sandie.absalom@lantra.co.uk

Lantra will not accept anonymous complaints.

Lantra will make every effort to resolve a complaint quickly and will acknowledge receipt of your complaint within five working days. A written response or progress update will be given to all written complaints (letter or email) within a maximum of 10 working days from the receipt of the complaint and every 10 working days thereafter until the complaint has reached a satisfactory conclusion.

The relevant parties will be contacted to give an account of the matters that are the subject of the complaint. In cases where a complaint cannot be resolved to the satisfaction of all parties concerned, the final decision will rest with Lantra's Chief Executive.

There is no fee for submitting a complaint.

If, at any point, any of the parties involved wish to place the matter in the hands of their solicitors, Lantra will continue to communicate only through the respective solicitors. This does not prevent any of the parties seeking legal advice.

Handling of Your Data

General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA)

Where a complaint has been made to Lantra we will retain your personal data for the purpose of enabling us to deal with your complaint.

Details and progress of your complaint will be logged and held for a period of six months following investigation and resolution.

Should Lantra decide that it is beneficial to either party to hold your data for longer, we will inform you separately of our decision.

Your data will not be passed or shared with a third party, it will not be used for marketing purposes and will be destroyed by means of secure shredding or deletion in the case of e-mails.

If you do not wish Lantra to hold any of your data following the resolution of your complaint, please contact the Quality & Compliance Manager. However, please be aware that by asking Lantra to remove all details relevant to a complaint means that you accept that Lantra has dealt with the complaint and that you will not be able raise this matter subsequently.