

Student Complaints Procedure (BTEC)

2023 to 2024

1. Purpose of Procedure

1.1 Shockout strives to achieve the highest standards in its provision of services but recognises that concerns and complaints may arise from time to time. This Procedure outlines the process which students should follow to raise concerns/complaints and the process through which these will be considered.

2. Scope of the Procedure

2.1 The Students Complaints Procedure applies to all students who have a current registration with Shockout of those individuals who have recently finished their studies (i.e. normally complaints would not be accepted when a student has finished their studies more than 20 working days prior to submitting their complaint), as long as complaints are raised within the timeframe specified in this Procedure.

The Procedure covers complaints against any academic or non-academic service provided by the Shockout, with the exception of those matters outlined below.

Shockout will ensure that students raising a complaint through this procedure will not be treated less favourably because they have raised a complaint.

If the complaint is of a general nature, it may be more appropriate for the matter to be raised through the appropriate Student Staff Liaison Committee Representative with issues arising from the complaint being raised with the relevant member(s) of Shockout staff.

Complaints which are made anonymously will not normally be dealt with under this Procedure. Exceptionally, an anonymous complaint may be considered if Shockout determines that there is a compelling case, supported by evidence, for the matter to be investigated. Students should be aware that, in most circumstances, raising a concern anonymously may have a negative impact on the investigation and communication of the outcome.

Complaints which are made by a third party (including parents, guardians or friends of registered students) and/or submitted outside the time limit will not normally be dealt with under this Procedure. Students can give authority for a third party to pursue a complaint on their behalf and students wishing to do.

Normally the following will not be considered under this Procedure, Complaints which:

- Have already been investigated and dealt with;
- Are outside of the scope of this procedure;
- Are made without disclosing adequate grounds;
- Are malicious, vexatious or frivolous;

- Are repetitive or harassing;
- Are non-meritorious or where the requested outcomes are deemed to be unreasonable; or

Where students or their representatives are aggressive, offensive or abusive;

Where demands are unreasonable in nature or unreasonably persistent.

This Procedure does not cover any of the following:

- Matters relating to examination and assessment performance and academic judgement (see Academic Appeals Procedure);
- Academic appeals against Assessment Board decisions (see Academic Appeals Procedure);
- Grievances from members of staff;
- Freedom of Information matters;
- Data Protection matters;
- Matters covered by the Freedom of Speech Policy;
- Complaints relating to the admissions process for any Shockout programme of study (taught or research);
- Complaints about student conduct/competency (see Student Non Academic Disciplinary and Conduct Policy and Fitness to Practice Procedure);
- Complaints relating to Disclosure and Barring Service (DBS) checks;
- Matters which are the subject of criminal investigation or legal proceedings until such time as those proceedings are concluded;
- Complaints submitted outside the timescale stated within this Procedure.

Complaints which relate to matters which are already being considered under other procedures (e.g. Fitness to Practice Procedure, Student Non-Academic Conduct and Disciplinary Procedure, Academic Appeals Procedure and Academic Misconduct) will not normally be dealt with under this Procedure. In addition, this Procedure cannot be used where students are dissatisfied with outcomes reached through other procedures.

Where a complaint is raised by a number of students, it can be dealt with as one collective complaint, in the following circumstances:

- the case is conducted through a lead student to facilitate the progress of the complaint;
- the names of all students who wish to bring the complaint forward are disclosed to Shockout on a Group Complaint Consent Form and to confirm that the student nominated as the lead student will act as the facilitator for the complaint during all stages of the Procedure. The Group Complaint Consent Form is required to be completed at each stage of the procedure.

Shockout recognises that it has to balance the respective obligations and rights of students and staff. Those about whom complaints have been made have a right to know what is being claimed and who is making a complaint. Where a complaint is made through this Procedure, a copy of the complaint will normally be sent to the person who is being complained about and that person will have the right to respond to the complaint and to support and

representation. If students are concerned about protecting their anonymity they are advised to contact the Student Services Team (SST) who may be able to make initial enquiries on their behalf. Shockout will adopt the principle of releasing information only to those who need it for the purposes of investigation or responding to the complaint.

Students are advised that where a complaint has been raised against a member of staff or another student it may not be appropriate to share details of action taken, especially where disciplinary action is taken against a member of staff or a student.

Shockout expects students and staff to act reasonably and fairly towards each other at all stages of the Student Complaints Procedure.

3. What is a Complaint

3.1 A complaint is defined as an expression of dissatisfaction by one or more students about Shockout's action or lack of action, or about the standard of service provided by or on behalf of the College.

4. How does a complaint differ from an Academic Appeal

4.1 An academic appeal is a request for a review of a decision made by an Assessment Board charged with making decisions on student progression, assessment and award. The Student Complaints Procedure cannot change a decision made by an Assessment Board.

5. Outline of the Students Complaints Procedure

5.1 The Students Complaints Procedure has three stages as follows:

- Stage 1 – the Early Resolution/Informal Stage
- Stage 2 – the Formal Stage
- Stage 3 – *the Review Stage*

5.2 Stage 1 – The Early Resolution Stage of the complaints procedure occurs when a student wishes to raise a concern with Shockout. The student should raise the concern with the relevant member of staff who is responsible for dealing on a day-to-day basis with the matter that is the cause for concern. For example, if the issue relates to an academic matter, the first point of contact would be the programme leader, personal tutor or module tutor. If the matter relates to a service provided by or on behalf of Shockout, the issue should be raised with a member of the relevant Shockout Professional Service such as a Student Services Team. It is anticipated that most concerns raised will be resolved at Stage 1.

Where the subject of the complaint lies outside of the remit of the staff member with whom it has been raised, they may seek the advice of their relevant Head of School/Division/Professional Service who may determine that a different, more appropriate, member of staff should investigate the concern raised and the student will be directed to the relevant Head of School/Division/Professional Service for the issue to be considered.

A response should be provided to the student in writing, usually within 10 working days of receipt of the notification of the concern, and the student will be informed of how they can take their complaint to the next stage of the process, should they wish to do so.

The Head of School/Division/Professional Service will be briefed regularly about concerns that have been raised to members of staff in their School/Division/Professional Service. Heads of School/Division/Professional Services will liaise with the Principalship on a regular basis to establish if there are any patterns to the concerns that are being raised which may require and interventions at senior level.

- 5.3 If the student is unhappy with the response at Stage 1 of the process, they may take their complaint to the Formal Stage which is Stage 2 of this procedure. A Formal Complaint Form must be completed by the student at Stage 2 and the student should explain why they are unhappy with any previous response. Within 10 working days of the informal written response being received, the student should submit the Stage 2 Formal Complaint Form and supporting evidence by email to complaints@weareshockout.com The complaint will be assessed to ensure that it fits within the scope of this Procedure ie has been or would be better considered under another procedure and/or is within the timeframe outlined in this document.

If assessed to be within scope of this Procedure, the Stage 2 Formal Complaint Form will be forwarded to the relevant Head of School/Division/Professional Service for investigation and response. If the Stage 2 complaint is assessed not to be within scope the student will be notified in writing which will include a Completion of Procedures Letter.

The Head of School/Division/Professional Service will appoint an Investigating Officer who is unrelated to the case. The Investigating Officer will investigate the complaint and provide a report to the Head of School or Service who will respond to the student by sending a Stage 2 Outcome Letter. Stage 2 should be completed within 30 working days of the appointment of an Investigating Officer. The Stage 2 Outcome Letter will include an explanation for the student should they feel they have grounds for a Stage 3 Review of the Stage 2 Outcome.

- 5.4 If the following of the Stage 2 Outcome Letter, the student feels that they have grounds for the Stage 2 Outcome to be reviewed, they may request that their complaint be considered at Stage 3 - The Review Stage of this Procedure. The request for a review is submitted to complaints@weareshockout.com. The Principalship will determine whether the grounds for a review of the complaint have been met and, if so, a member of Shockout's Senior Management Team will be appointed as Review Officer to conduct a review of the complaint and the outcome at Stage 2. This will determine whether the investigation has been conducted fully and in line with these Procedures and whether the outcome was reasonable in the circumstances. The decision made at Stage 3 may be to return the complaint back to Stage 2 if for example additional information has been made available or the Review Officer considers that the evidence indicates that there have been procedural irregularities or the decision is unreasonable or the decision at Stage 2 may be modified or overturned by the Review Officer at Stage 3. The decision made at Stage

3 will be communicated to the student in writing in a Stage 3 Outcome Letter which will also be a Completion of Procedures Letter.

The Complaints Procedure is detailed in full in Section 8 of this document.

6. Student Responsibilities under the Complaints Procedure

In order that Shockout can deal with a concern or complaint properly and in a timely manner, we ask that students engage with the process and undertake the following responsibilities:

- i. raise concerns at the earliest opportunity with the person who normally has day to day responsibility for dealing with the issue being raised – engage with the Early Resolution process before escalating to a Stage 2 – Formal Complaint;
- ii. when a case is escalated to a Stage 2 Formal Complaint, provide any evidence to support the complaint and further evidence that is requested within notified timelines in order that your complaint can be investigated in a timely manner;
- iii. when submitting a complaint provide full details in a concise manner and provide documentary support for the points made. If evidence and information is not provided within notified deadlines the complaint will be considered on the basis of the evidence available;
- iv. engage positively with those who are involved in investigating and/or resolving the issue that you have brought to their attention;
- v. make considered and reasonable suggestions for remedy should the complaint be upheld and include this in the Stage 2 - Formal Complaint submission;
- vi. be aware of sensitivities where issues involve other students or staff;
- vii. raise a complaint only where a genuine issue has arisen, since repeated unfounded complaints may cause distress and could amount to harassment.

Who can help you raise a concern or submit a complaint

7.1 Students should refer to the following as sources of impartial help, advice, guidance and support in raising a concern or making a complaint:

- a. Programme Leader and Personal Tutors
- b. Student Support Team

7. The Procedure in detail:

7.1 Stage 1 – The Early Resolution Stage

Time Limit – Stage 1

A concern must be raised within 20 working days of the event or circumstances which are its cause; only in exceptional circumstances will extensions to this time limit be considered. If the concern relates to a series of events, the concern should normally be notified within 20 working days of the most recent event.

Procedure - Stage 1

The student should make initial contact with the relevant member of staff who is responsible for dealing, on a day to day basis, with the concern being raised. For example, if the concern relates to an academic matter, the first point of contact would normally be the Module Tutor, the Programme Leader or the Personal Tutor.

The type of information required will vary depending on the nature of the concern raised. The student is expected to give full and prompt assistance to the member of staff to whom the issue has been referred.

It is anticipated that most complaints will be resolved at Stage 1.

Stage 1 assessment shall normally be concluded within 10 working days of the issue being referred to the member of staff.

The member of staff to whom the complaint has been referred shall normally advise the student in writing of the outcome of the assessment of the concern raised as soon as possible after the assessment has been concluded and this will usually be within 5 working days of the completion of the assessment of the concern at Stage 1. The written or verbal outcome which is provided to the student should be notified to the relevant Head of School/Division/Professional Service for monitoring purposes.

In the written or verbal outcome of the Stage 1 assessment, the student will be informed of how they can take their complaint to the next stage of the process, Stage 2 – The Formal Stage, should they wish to do so.

Schools/Divisions/Professional Services shall normally keep a record of Stage 1 concerns raised to enable themes and trends to be monitored. Heads of School/Division/Professional Services should be briefed on a regular basis. A Stage 1 Raising a Concern/Complaint template is available for staff to use to assist with record keeping but is not a mandatory requirement of the process.

Where the subject of the concern raised lies outside of the remit of the staff member with whom it has been raised, they may seek the advice of their relevant Heads of School/Division/Professional Services who may determine that a different, more appropriate, member of staff should investigate the concern raised and the student will be directed to the relevant Heads of School/Division/Professional Services for the issue to be considered.

7.2 Stage 2 – The Formal Stage

If, having pursued the matter informally through Stage 1 of the Procedure, the student feels there are reasonable grounds for continued dissatisfaction, they may wish to progress to Stage 2 – the Formal Stage of the Procedure.

Submission of Formal Complaint – Stage 2

A Stage 2 Formal Complaint must be submitted in writing using the Stage 2 Formal Complaint Form (available from student services) and should be sent via email to complaints@weareshockout.com

The form requires the student to:

- Outline the nature of the complaint;
- Outline the informal steps taken to resolve the complaint at Stage 1;
- Explain why the student is dissatisfied with the response at Stage 1;
- Explain the outcome that the student is seeking in order to resolve their complaint.

In addition, relevant evidence to support the complaint is required, e.g. copies of letters, emails, signed witness statements or any other relevant documentation, to support the issue that the complaint relates to.

Time Limit – Stage 2

A Stage 2 Formal Complaint must be submitted no later than 10 days from the date on which the Stage 1 response was provided.

In exceptional circumstances it may be appropriate for students to progress directly to Stage 2 of the Procedure without first attempting internal resolution at Stage 1. Guidance must be sought from the Standards and Enhancement Office in such cases. Examples of when this might be appropriate include complex complaint issues which require a detailed investigation.

In the event of immediate consideration at Stage 2, the Formal Complaint Form should be submitted within 20 working days of the event or circumstances which are its cause; only in exceptional circumstances will extensions to this time limit be considered. If the Formal Complaint relates to a series of events, the Stage 2 Formal Complaint Form should normally be submitted within 20 working days of the most recent event.

Procedure – Stage 2

Upon receipt of the Stage 2 Formal Complaint Form Shockout will:

- Determine if the complaint falls within the scope of the Student Complaints Procedure;
- Determine if it is appropriate to refer the student to a different procedure;
- Determine if the complaint has been submitted within the appropriate deadline;
- Determine if resolution was attempted at the informal stage of the procedure and if not, determine if the matter should be referred back to this stage;
- Determine if the complaint is clearly outlined;
- Consider if a mediation-style intervention may be appropriate. If it is appropriate for the complaint to progress, Shockout will forward the complaint to the relevant Head of School/Division/Professional Service for investigation.

If the complaint does not fit within the scope of the Procedure, Shockout will advise the student within 10 working days of receiving the Stage 2 Formal Complaint Form. If the Stage 2 complaint is assessed not to be within scope the student will be notified in writing which will include a Completion of Procedures Letter.

From Stage 2, Shockout will log all incoming complaints and monitor timescales for process review purposes.

The Head of School/Division/Professional Service has responsibility for appointing an independent person who has not been involved in the matter under consideration to investigate the complaint. Where a complaint arises, the investigator should preferably be appointed from within a different discipline area. The complaint form shall be forwarded to the Investigating Officer to enable them to carry out their role. The Investigating Officer will be a senior member of Shockout staff. Where the complaint directly relates to a member or members of staff, the Investigating Officer will normally be at the same level or the level above the staff involved. Where a complaint is directly related to a Head of School/Division/Director of Professional Services the Investigating Officer will normally be another Head/Director/Principalship.

The student shall be advised of the name and role of the Investigating Officer. The Investigating Officer will normally meet or communicate with the student to discuss the matter in further details.

It is anticipated that the investigation of most Stage 2 complaints will be completed within 30 days of the appointment of the Investigating Officer. If there is any delay in the process (i.e. if the investigation is not completed within 30 days) the student will normally be informed.

The Investigating Officer will investigate the complaint and will produce a written report with appropriate evidence for the Head of School/Division/Professional Service using the Investigating Officer's Report Template. On receipt of the Investigating Officer's Report, the Head of School/Division/Professional Service may request additional information.

A letter will be sent to the student with details of the outcome and any action the School/Division/Professional Service intends to take. The written response will state whether the complaint has been upheld, partially upheld or rejected and the reason(s) for this decision. A copy of the Investigating Officer's Report shall also be provided with any necessary redactions.

7.3 Stage 3 – Review Stage

If a student is dissatisfied with the outcome reached at Stage 2, a request for a review of the decision reached at Stage 2 may be submitted to Stage 3 – Review Stage of the Procedure. Stage 3 may only be invoked when Stage 2 has been completed. No new issues of complaint may be introduced at Stage 3. Students studying at a collaborative partner organisation should read the guidance provided at Appendix A.

Submission of Request for Complaint Review – Stage 3

The request for a review should be submitted using the Stage 3 - Complaint Review Form.

The grounds for a review are:

- i. that there was a procedural irregularity at Stage 2 of the Student Complaints Procedure which has materially disadvantaged the student;

- ii. the emergence of new and relevant evidence which, for good and reasonable cause, was not available during Stage 2;
- iii. that evidence is available to show that the outcome reached at an earlier stage was unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. that the outcome was not a possible conclusion which a similar process of consideration might have reached.

At Stage 3, the following information is required:

- the grounds on which the request is based (see above);
- a rationale to explain the grounds;
- a statement to explain why the student is dissatisfied with the Stage 2 response;
- the outcome sought by the student in order to resolve the complaint;
- any relevant evidence e.g. copies of letters, emails, signed witness statements and any other relevant supporting documentation
- Time Limit – Stage 3
- The completed Stage 3 – Complaint Review Form should be sent via email to complaints@weareshockout.com no later than 10 working days from the date on which the Stage 2 response to the complaint was provided.
- Documentation required - Stage 3
- As a minimum the following documentation will be provided to the Review Officer:
- Stage 3 Complaint Form and any associated documentation;
- Stage 2 Complaint Form, Stage 2 Outcome Letter, Investigating Officer's Report;
- Written response following the Stage 1 review of the complaint (where available).

Procedure – Stage 3

On receipt of a Stage 3 Complaint Review Form, Shockout shall review the document to determine whether the request for review is valid based on the grounds for review stated above and is within the time limits stated above. The decision regarding the validity of the request for review will be notified to the student in writing within 10 working days of receipt of the request.

If the request is deemed invalid the letter will advise that the internal Shockout procedures in relation to the complaint have been concluded.

If the request is deemed valid, a member of the Shockout Senior Management Team will be appointed as the Review Officer and will review the complaint and the decision reached at Stage 2 of the Procedure.

In exceptional circumstances, the Review Officer may consider that a Review Meeting is required prior to a decision being made.

The Review Officer may refer to the School/Division/Professional Service for their consideration of any additional information being made available which may result in a change to the Stage 2 decision or the Review Officer considers that the evidence indicates that there have been procedural irregularities or the decision is unreasonable.

If the complaint is not returned to the Stage 2 stage, the Review Officer may uphold or partially uphold the complaint or may uphold the Stage 2 decision.

Stage 3 - Review Meeting

Exceptionally, the Review Officer may determine that a Review Meeting is required and if this is the case the student will be invited to attend a meeting with the Review Officer and the relevant Head of School/Division/Professional Service (or nominee).

The participants of a Review Meeting will receive the documentation as outlined above as a minimum.

The process that will be followed if a Stage 3 Review Meeting is required are as follows:

- Review Officer will ensure that introductions are made and the role of each person present is clear and will outline the process;
- Review Officer will invite the student to outline the reasons for the review;
- Review Officer will invite the Head of School/Division/Professional Service (or nominee) to respond to any of the issues raised by the student;
- Review Officer may ask questions of the participants;
- The student and the Head of School/Division/Professional Service (or nominee) may call witnesses to present evidence;
- The student and the Head of School/Division/Professional Service (or nominee) shall question their witness(es);
- Any questions for the witness(es) shall be addressed through the Review Officer;
- Witnesses withdraw once their evidence has been heard and there are no more questions;
- Commentary deemed by the Review Officer to be irrelevant, frivolous or vexatious will not be recorded;
- Both the student and the Head of School/Division/Professional Service (or nominee) shall have the right to make final submissions to the Review Officer. The student will speak first, followed by the Head of School/Division/Professional Service (or nominee);
- Both parties will be asked to withdraw whilst the Review Officer reaches a decision.
- The Stage 3 Notification of Decision Process
- The standard of proof for the Review Officer when reaching a decision will be based on the balance of probabilities.
- The Review Officer will consider all relevant information and determine whether the investigation has been conducted fully and in line with these Procedures and whether the decision and outcome were reasonable in the circumstances.
- The decision made at Stage 3 will be communicated to the student in writing normally within 10 working days of the receipt of the Stage 3 Complaint Form being submitted to the Review Officer or within 10 working days of the Review Meeting should that be necessary and if the Review Meeting has delayed the decision making process. On occasions when a Complaint Review Meeting will delay the response, the student will be made aware of the delay.
- The Stage 3 - Complaint Review Decision Letter will include a Completion of Procedures letter. These documents confirm that the Shockout complaints process has been concluded and detail how a student may raise their complaint with the relevant Partner institution should they remain dissatisfied with the outcome of their complaint.

- If any aspect of the complaint is upheld or partially upheld, the Review Officer will consider possible means of redress which will be included in the Complaint Review Decision Letter. Exceptionally the Review Officer may need to undertake further consultation before a final decision can be reached which may result in a delay. In these circumstances the student will be informed of the delay.

8. Remedies

Shockout is committed to providing the highest standards of service and maintaining good relationships between all of its students and staff.

Remedies available in response to complaints therefore reflect our desire for student satisfaction and to maintain quality.

When deciding what outcome is best to resolve a complaint, Shockout aims to provide the response it feels is most appropriate to help a person benefit from a quality service from Shockout.

Remedies will need the approval of a Head of School, Division or Professional Service or may need to be referred to a member of the Shockout Senior Management Team and may include the granting of some, all or none of the following:

- i. reconsideration of a decision within Shockout's policies and procedures, as if that decision was being made for the first time;
- ii. remission to an appropriate body with the power to authorise the application of an exception to the Shockout policies and procedures;
- iii. review of a Shockout policy or procedure, with or without suspension of its operation in particular or general cases;
- iv. suspension or cancellation of a fine, penalty or limitation of service;
- v. proportionate reimbursement of monies paid, or a proportionate waiver of monies owed.

In all cases the student is entitled to an explanation.

9. Information which applies to all stages of the Procedure

a Attendance at Meetings and Engagement with the Procedure

Students are encouraged to attend all meetings convened under this Procedure to consider a complaint. If a student does not attend a meeting under this Procedure, without providing good reason in advance, the relevant Head or Officer may decide that the meeting may proceed in the student's absence. In this instance, the complaint will be considered on the basis of the evidence available at the time of the meeting. If, for good reason, a student is unable to attend a meeting under the Procedure, then the student may request that the meeting is deferred until a later date. This may delay the time taken to reach an outcome to the complaint.

Meetings may take place remotely via Zoom or MS Teams and in such cases all participants are expected to have their cameras turned on.

A student is responsible for paying the costs of attendance at meetings. Shockout will not reimburse any costs. At any stage of the Procedure, in the event that a student

raises a complaint and then does not engage with the process of investigating and/or determining a way to resolve the issue, the complaint will be withdrawn.

b Representation of Meetings

A student may be accompanied at any meeting under this Procedure by a representative. The representative must not be someone who has been suspended or excluded from the College for any reason and they must be willing to act in the capacity as the student's representative. Normally, legal representation is not permitted. It is the student's responsibility to relay all relevant notices and other communications under this Procedure to their representative. The name of the representative shall be provided to the College before any meeting. Where a representative is attending a meeting on behalf of a student, the meeting will only be required to consider the representations made by the representative during the meeting. Any written or oral representations made by the representative after the meeting cannot be considered.

A student is responsible for paying the costs of their representative.

c Recording of Procedures

The audio recording of meetings held under this Procedure is prohibited, subject to such reasonable adjustment as may be agreed by Shockout where required under the Equality Act 2010.

d Legal Proceedings

If a student brings court or tribunal proceedings against the Shockout and Bolton College which may be relevant to that student's complaint, Shockout will normally suspend consideration of the complaint until Shockout knows the outcome of those proceedings. If the matters complained about are disposed of in those proceedings then Shockout normally terminate consideration of that complaint.

e Appointment of Substitutes

If any post-holder of Shockout who is specified in this Procedure (the Specified Post-holder) for any reason declines, fails or is unable to take action that is their responsibility under this Procedure, then Shockout is able to approve the appointment of a substitute who will be as close as possible to the specified post holder in terms of their position within Shockout.

f Mediation Style Intervention

The option to resolve a complaint by way of mediation style intervention will be open at all stages of the procedure should this be appropriate and desired.

g Variations to the Procedure

Shockout reserves the right to vary any stage in this procedure as it deems appropriate in order to comply with any current legal obligations and best practice.

Where mention is made in this procedure of action by specific post holder or role holder this action may be delegated to an appropriate nominee where warranted by the circumstances, for example, where there is or may be any potential conflict of roles or interests, or the specific post holder or role holder is absent, so long as the nominee has appropriate seniority and/or experience to be able to act on behalf of the specific post or role holder.

10. Disciplinary Action

Students should note that disciplinary action may be taken against them if they offer or give any Shockout staff money, gifts or any other advantage which is intended to induce or reward impropriety in the consideration or resolution of a complaint.

Bribery is a criminal offence and morally wrong and exposes Shockout and its employees to the risk of prosecution, fines and imprisonment as well as endangering the Shockout and Bolton College's reputation.

Any information submitted as part of a complaint which subsequently is identified as fraudulent/vexatious or malicious will be disregarded and the student may be referred for consideration under the Student Disciplinary Procedure or Fitness to Practise Procedure.

11. Monitoring and Performance Procedure

Shockout is responsible for maintaining a log of all complaints received and ensuring that appropriate action is taken and that any emerging trends are monitored. A summary of Stage 2 and Stage 3 complaints submitted in each academic year which permits the progress of complaints to be monitored and delays in the process to be identified and acted upon. Shockout shall compile an annual management report identifying issues raised through complaints, actions taken and an anonymised profile of complaint.

12. Equality Impact Assessment

Shockout and Bolton College is committed to the promotion of equality, diversity, and a supportive environment for all member of our community. Our commitment to equality and diversity means that this procedure has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups related to ages, sexual orientation, religion or belief or gender reassignment.

13. Dissemination of and Access to the Policy

These procedures will be available on the Shockout and Bolton College's website (Student Information – Policy Zone).

Appendix A

Shockout and Bolton College and Partner Organisations

- A.1 Complaints about services provided by collaborative partners (for example, those in which Shockout and Bolton College awards are taught under academic franchising arrangements) or other organisations involved in delivery of a student's programme will need to be pursued with the relevant collaborative partner or organisation through the partner/organisation's complaints procedure.
- A.2 Our partners have their own complaints procedures which you will be informed about as part of your induction processes with the partner institution and issues relating to service provision will have Stage 1 – The Early Resolution, Stage 2 – The Formal Complaint Stage and Stage 3 – The Review Stage, being conducted by the partner institution.
- A.4 The outcome of such complaints will be reported to the Shockout and Bolton College, annually, for information and quality monitoring.
- A.5 All complaints that relate to Academic Quality and Standards will be considered by the partner institution for Stage 1 and Stage 2. If a complaint is not resolved, Stage 3 - The Review Stage, of the complaints procedure will be conducted by the Shockout and Bolton College.
- A.6 In the event that a request for Stage 3 - Review is not eligible for consideration by the Shockout and Bolton College (ie it relates to service provision rather than academic quality and standards), the partner will be asked to consider it under their own procedures at Stage 3.
- A.9 Shockout and Bolton College will issue the Completion of Procedures Letter with the Review Decision Letter and if the complaint has not been resolved to the satisfaction of the student, they may wish to pursue it with Bolton College.
- A.10 Bolton College will only accept requests for review if the complaint relates to Academic Quality and Standards issues e.g. programme delivery, teaching, feedback and learning resources. The Shockout and Bolton College can only review matters which have already been considered at an earlier stage through Shockout or organisation's complaints procedure.
- A.11 Exceptions to the above may be made for complaints involving two or more degree awarding bodies, such as under a joint degree, dual degree, or double degree arrangement. In such cases, the complaints procedure to be followed will be detailed in the course documentation provided to the student.

Third Party Consent Form

Consent for a third party to act on a student's behalf in connection with the following procedures:

- Academic Appeals
- Student Complaints Procedure
- Academic Misconduct Procedure
- Disciplinary Procedure
- Fitness to Practise Procedure

Section A: Details of the student authorising a third party to act on their behalf

Name:	
School :	
Programme:	
Student No. :	
Tel. No.:	
Email:	

Section B : Details of the Person authorised to act on behalf of the student

Name :	
Role/Relationship to the Student:	
Address:	
Tel. No.:	
Email:	

Section C: Special Instructions/Conditions

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Section D: Declaration by the Student

- I confirm that I am the person detailed above in Section A.
- I confirm that the authorised person in Section B above is happy to act in this capacity.
- I confirm that I will pass all relevant information relating to the procedure(s) to the authorised person.
- I confirm that the authorised person has not been suspended or excluded from the Shockout and Bolton College for any reason and is not in debt to the Shockout and Bolton College.

- I understand that I can withdraw this consent by notifying complaints@weareshockout.com in writing.

Signed:

Date:

GROUP COMPLAINT CONSENT FORM

TO BE COMPLETED BY THE LEAD STUDENT, NOMINATED BY THE STUDENTS BRINGING THE COMPLAINT, TO BE THE SPOKESPERSON FOR THE GROUP AND LIAISE WITH THE SHOCKOUT AND BOLTON COLLEGE ON THEIR BEHALF

Name of Lead Student:	Student Number:
Programme:	Level:
School/Partner Organisation:	Year of Study:
Address for correspondence in connection with the complaint: Postcode..... Telephone Number E-Mail address.....	

All students bringing the group complaint should complete their details below. On signing the form, the students are giving consent that their complaint will be dealt with collectively and that they have given their consent for the student detailed above to act as spokesperson for the group.

If any student is unable to sign the consent form by hand, they must send an email from their student account to complaints@weareshockout.com confirming that they have given their consent.

SOA (Shockout) must receive such consent within 5 days of this form being received by SOA and prior to Stage 2 of the procedure commencing.

Complete the form overleaf in block capitals or type.

Student Number:	Full name:	Programme of Study:	Year of study:	Signature:

<p>Declaration by the Lead Student: I declare that the information given in this form is true, and that I have been nominated on behalf of the students listed above to be the spokesperson in relation to this complaint.</p>	
<p>Signed:</p>	<p>Date:</p>

For Staff Use Only
Student Complaint Procedure
Stage 1 - Raising a Concern/Complaint Form

Please refer to the Student Complaint Procedure and Policy

STUDENT DETAILS			
Full Name of Student			
Student Status Current Student/Past Student/Other <i>(please specify)</i>			
Student Number			
Contact Address (including postcode)			
Telephone No		E-mail	
Complaint considered by <i>(Name, Position, School/Service/Unit/Department)</i>			
<p>EARLY RESOLUTION (raising a concern)</p> <p>Students are encouraged to raise a concern with the person directly related, on a day-to-day basis, with the issue with which they are concerned in order to address the issue quickly if possible.</p> <p>This form is intended to help you to gather the information from the student in order that you can, if possible, resolve the issue. If this is not possible the details should be passed to the Head of School/Director of Professional Services should the student decide that they wish to make a Formal Complaint ie Stage 2.</p>			
CONCERN/COMPLAINT DETAILS			
What happened?			
When did it happen?			
Who was involved?			
How was the student affected?			

What in particular is the student expressing a concern about or wishes to complain about and what outcome is s/he hoping for?

Please make the student aware that the Shockout and Bolton College can only consider outcomes which are reasonable, and which are allowed by the Shockout and Bolton College's Regulations, Policies and Procedures. Please also make the student aware that the Shockout and Bolton College will not be able to tell them about some actions if they would breach an individual's rights to data protection and anonymity (such as disciplinary action against a fellow student or member of staff).

Element of concern/complaint	What outcome is the student hoping for?

EVIDENCE/DOCUMENTS

If possible the student should provide evidence to support their complaint and describe how the evidence supports what they are saying.

List of evidence/documents provided:

Please label the evidence and describe what it is below. For example, *Evidence A is an email sent to the student by the Shockout and Bolton College on 22nd February 2017.*

Evidence Item A:

Evidence Item B:

Etc.

Would the student consider mediation style intervention to resolve their complaint? (for example, parties meeting with impartial Bolton College staff to attempt to determine an acceptable resolution)

Yes/No

Student Agreement

I agree that the information gathered in this form accurately reflects our conversation. I agree that information about my concern/complaint may be gathered from within the Shockout and Bolton College by members of staff in the Shockout and Bolton College. I agree that my name and other necessary information about the complaint may be disclosed in order to properly investigate it. I also understand and accept that the outcome of complaints must be recorded for the purposes of monitoring and analysing complaints generally, and for reporting to Senate and sub committees for monitoring and evaluation in terms of quality assurance as the Shockout and Bolton College is required to undertake for statutory purposes. Such reporting will not include any of my personal details.

Signature		Date	
Name:			

CONFIDENTIAL

Student Complaints Procedure- Stage 2 – Investigating Officers Report

Student Name and Number:	
School:	
Programme:	
Investigator:	
Date:	
<p>1 Background</p> <p><i>Summarise any background information about the complaint or circumstances surrounding the complaint including steps that the student has taken at Stage 1 of the Complaints Procedure.</i></p>	
<p>2 Investigation:</p> <p><i>Use this section to summarise the information you have used to obtain findings and prepare this report, this could be information about who you have interviewed, dates of meetings, documentary evidence gathered etc. Ensure that you meet with all relevant parties. You are advised to meet separately with all relevant parties.</i></p>	
<p>3 Meeting with relevant individuals</p> <p><i>May be face to face or telephone interview - Please note points of discussion</i></p>	
<p>Name:</p> <p style="padding-left: 40px;">Date:</p>	

Name: Date:	
Name: Date:	
4 Documentary Evidence <i>Please number each item of evidence with corresponding number</i>	
1	
2	
3	
5 Conclusions: <i>Do you believe any of the issues raised should be upheld/partially upheld/rejected – please give your rationale?</i>	
6 Recommendations: <i>Use this section to make any recommendations on the outcome of the complaint for the Head/Director to consider – the recommendations may be to uphold/partially uphold/reject each element of the complaint.</i>	

Appendices:

Append any relevant notes of meetings or other key documents as listed and numbered in section 4.

STUDENT COMPLAINT FORM – FORMAL/STAGE 2

This form is to be completed for all complaints to be dealt with under Stage 2/Formal Stage of the Student Complaints Procedure and should be sent to

complaints@weareshockout.com

Complete in block capitals or type.

DETAILS OF COMPLAINT – TO BE COMPLETED BY STUDENT

Name ¹ :		Student Number:	
Programme:		Level:	
School/Partner Organisation:		Year of Study:	
Address for correspondence in connection with the complaint Postcode..... Telephone Number			
E-mail.....			
Outline of complaint			
What happened?			
When did it happen?			
Who was involved?			

¹ In the case of a Group Complaint, please ensure that a Group Complaint Consent Form is completed listing all complainants
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How was the student affected?	
Please explain here what steps you took, together with dates, to resolve your complaint informally at Stage 1	
Please explain why you were dissatisfied with the response you received at Stage 1	

Please indicate below, without prejudice, what outcome or further action you are expecting. The Shockout and Bolton College can only consider outcomes which are reasonable, and which are allowed by the Shockout and Bolton College's Regulations, Policies and Procedures.

Element of complaint	What outcome are you hoping for?

As part of the investigation of your complaint, any member of staff mentioned will be made aware of the complaint, as will the Head of School/department or Professional Services Unit involved.

Due to data protection legislation action may result from the complaint which the Shockout and Bolton College will not be able to make you aware of because the Shockout and Bolton College cannot breach an individual's right to data protection and anonymity (such as where disciplinary action against a fellow student or member of staff results from a complaint).

Declaration

I declare that the information given in this form is true, and that I would be willing to answer further questions if necessary.

Signed:

Date:

STUDENT COMPLAINT FORM – FORMAL PROCEDURE STAGE 3/REVIEW

This form is to be completed for all complaints to be dealt with under Stage 3/Review Stage of the Student Complaints Procedure and should be sent to:

complaints@weareshockout.com

This form should only be used if you have received the outcome of a Stage 2 complaint, and you are dissatisfied with the outcome.

Complete in block capitals or type.

DETAILS OF COMPLAINT – TO BE COMPLETED BY STUDENT (Please attached the Stage 2 form if all your details have remained the same)

Name ² :	Student Number:
Programme:	Level:
School/Partner Organisation:	Year of Study:
Address for correspondence in connection with the complaintPostcode..... Email..... Telephone Number	

A request for review can only be submitted on one or more of the following grounds. Please indicate the ground(s) for your request for review by ticking the appropriate box.

A. There was a procedural irregularity at Stage 2 of the Student Complaints Procedure which has materially disadvantaged the student;	<input type="checkbox"/>
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B. the emergence of new and relevant evidence which, for good and reasonable cause, was not available during Stage 2	<input type="checkbox"/>
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C. Evidence is available to show that the outcome reached at an earlier stage was manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. that the outcome was not a possible conclusion which a similar hearing or process of consideration might have reached.	<input type="checkbox"/>
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In relation to the ground(s) you have indicated above (A, B or C), please explain for each relevant ground why you are dissatisfied with the response you have received from the School or Professional Service at Stage 2 of the Student Complaints Procedure.

Ground A

Please explain why you believe that there was a 'procedural irregularity' in how your complaint has been considered at a previous stage of the process and how you believe this has affected the outcome.

Ground B

Please list the evidence you intend to use, explain why this was not available at an earlier stage of the complaint's procedure and its relevance to your complaint (attach any relevant information).

Ground C

Please explain why you believe the outcome reached at an earlier stage was 'manifestly unreasonable' and list the evidence you wish to use to support this (attach any relevant information).

Please indicate, without prejudice, what outcome or further action you are expecting:

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Declaration

I declare that the information given in this form is true and that I would be willing to answer further questions relating to it if necessary.

Signed:

Date:

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Following section of form to be completed by relevant staff

To be completed by Shockout Senior Staff

Date form received by SOA				Date form acknowledged:			
Date reviewed for eligibility:				SOA Officer:			
Eligibility decision – please tick							
Not eligible		Eligible – Grounds A		Eligible – Grounds B		Eligible – Grounds C	
SOA Officer		Reason for decision					

Date of notification to complainant	
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Review Officer

Details (and date) of person appointed as Review Officer:

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<p>Decision of Review Officer</p> <p><i>Please tick relevant selection below – if multiple decisions on multiple elements of a complaint please provide details as necessary</i></p>

Upheld		Partially Upheld		Not Upheld	
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<p>Please include further details if relevant:</p>

<p>Date of letter to complainant advising outcome:</p> <p>NB letter should inform complainant of their right to submit their complaint should they continue to be dissatisfied to the Office of the Independent Adjudicator) and should clearly identify itself as a Completion of Procedure Letter.</p>

The letter advising the student of the Review outcome will be sent to the student by SOA with guidance regarding further steps as appropriate.