# Complaints Form

Before completing this form, the complainant should ensure they have read VetSkill’s *Complaints Policy* which is available on the VetSkill website ([www.vetskill.com](http://www.vetskill.com/)).

In order for VetSkill to review the complaint in full, as much information and detail as possible should be provided.

Please note that the complaint outcome is confidential and should not be shared with anyone else.

## Contact Details

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone number(s) |  |
| Organisation (if applicable) |  |
| Job title/position (if applicable) |  |

## Complaint Details

Please provide full details of the complaint.

|  |
| --- |
|  |

## Complaint Outcome

Please provide details of what would be regarded as a successful outcome to the complaint.

|  |
| --- |
|  |

## Declaration

|  |  |  |
| --- | --- | --- |
| I confirm that: | | |
| By completing and submitting this form to VetSkill, I give my consent to the processing and storage of this data | |  |
| If submitting on behalf of a learner/apprentice, they have given their consent to the processing and storage of this data | |  |
| The information I have supplied is accurate, and to the best of my knowledge and understanding, is correct. | |  |
| I understand that the complaint outcome is confidential and must not be shared | |  |
| Signed |  | |
| Full name |  | |
| Date |  | |

Please email the completed form to [priority@vetskill.com](mailto:priority@vetskill.com).