

COMPLAIN & FEEDBACK FORM

Respondent information	
Name	
Identification number	
Date of complain & feedback	
Contact number	
Address	
Respondent course information (if applicable)	
Course enrolled	
Date of course	
Name of trainer	
Name of assessor	
Nature of complain / feedback	
Details of complain and feedback	

Course of action	
Response to the complain / feedback and reasons	
Date response communicated to complainer	
Respondent's signature	

For official use only