

Local Authority Services National Training Group (Water, Roads, Environment & Fire Services Training Group) Regional Training Centre Network

Ballincollig	
Ballycoolin	
Castlebar	
Roscrea	
Stranorlar	

LEARNER COMPLAINT FORM				V1.0
			1-12-20	
Learner's Name		Employee/ ID No		
Course Title		Course Venue		
Trainer's Name		Course Code		
Employer		Complaint Date		
Please state nature of	complaint			

What supporting evidence is offered

Name of person first contacted				Date Contacted				
Please identify if your complaint is:-								
Urgent		Ongoing	An	isolated incident		Other (please specify below		
Learner's	Signature					Date		
	RTC Manager	,				Date		
For office	e use only							
Details of investigation								
Details of action taken								
							1	
RTC Man	ager's Signatu	ire			Date	e		