



**National Training Scheme
Appeal Notification**

This form should only be used to appeal against a complaint resolution offered by IVR (UK) Ltd (The Administrator).

Please complete the form below and send it to the address or email address above (clicking the top right arrow allows you to print it).

IVR (UK) Ltd will acknowledge your correspondence within 5 (five) working days and provide you with either a resolution, or an action plan to progress the appeal, within 15 working days.

Your name:		Position:		
Company:				
Address:				
			Postcode:	
Telephone number:				
Email address:				

Does your complaint concern: (Please mark with an X)					
IVR (UK) Ltd (The Administrator):		The training provider:		An assessment outcome:	
Name of training provider or assessor (if relevant):					
Address where training took place (if relevant):					
Date of course:		Postcode:			



Details of original complaint:

Continue on a blank sheet if required

Resolution offered by IVR (UK) Ltd:

Reason/s for appeal:

Date:

Signed
(Print):

Signature:

IVR OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW



IVR OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW

IVR (UK) Ltd response:

[Large greyed-out area for response]

Name:		Signature:	
Position:		Date:	

