



FEEDBACK FORM

We welcome and value all feedback for Career Keys from anyone, including students, our staff, employers and others. If you have a **complaint, compliment or suggestion for improvement**, please complete this Form. You may print and complete this Form by yourself and submit to any of Career Keys' Reception Desks or alternatively, talk with Career Keys Compliance and Finance Officer (call [1800 474 748](tel:1800474748)) who can complete this Form on your behalf.

1. **Your Name** (OPTIONAL ONLY):

2. **Your Contact Phone Number** (OPTIONAL ONLY): _____

3. **I am** (MANDATORY TO TICK THE RELEVANT BOX):

- a current student
- a current staff member
- other

I would like to say the following (feel free to add further pages): *Please include as much detail as possible.*

4. **Would you like Career Keys to contact you about your feedback?**

- yes
- no

Complaints Policy

Career Keys takes all complaints seriously. We have strict procedures in place to guarantee that all complaints are dealt with in a thorough and transparent manner. Our Complaints Policy provides details of these procedures is available on our website.

PLEASE SUBMIT YOR COMPLETED FORM TO CAREER KEYS' COMPLIANCE & FINANCE OFFICER.