Apprentice/learner enquiry form

 Before you complete this form, we recommend you read through our Enquiry policy and process as this contains some very important information on the grounds for enquiry and the enquiries process.

This document can be found on our website, [www.innovateawarding.org](http://www.innovateawarding.org)

Completing the form

* This form should be completed and submitted within ten working days of the decision or outcome that you want to enquire about
* Please answer all the questions (if there isn’t room on the form to put all the information, then use additional sheets of paper)
* Don’t forget to attach any written documentation or evidence to support your enquiry
* If handwritten, please write in BLOCK CAPITALS
* Once completed, please post the form to:

 Head of Compliance

 Innovate Awarding,

Block F

291 Paintworks

Arnos Vale

Bristol

BS4 3AW

Or email to: contactus@innovateawarding.org

Got a question?

If you are not sure how to complete any part of this form, or you have a question, please contact us on 0117 314 2800 or email contactus@innovateawarding.org

|  |  |
| --- | --- |
| Apprentice/Learner name |  |
| Apprentice/Learner address |  |
| Daytime telephone number |  |
| Mobile number |  |
| Email address |  |
| Standard/Qualification name or title |  |
| Unit name (if applicable or known) |  |
| Unit number (if applicable or known) |  |
| Details of the enquiry  |  |
| Provider name (where you took the assessment) |  |
| Provider address |  |
| Provider staff names |  |
| Date of any appeal to centre and outcome |  |
| Desired outcome of this enquiry to Innovate Awarding (what would you like to happen as a result of this enquiry)  |  |

I confirm that, to the best of my knowledge, the information within the Apprentice/Learner enquiry form is true and correct.

|  |  |
| --- | --- |
| Signed\* |  |
| Date |  |

\*Submission by email from the apprentice/learner’s email address will be accepted in place of a signature.

Please print this form and post (with any attachments) to:

Head of Compliance, Innovate Awarding, Block F, 291 Paintworks, Arnos Vale, BS4 3AW or email it (with any attachments) to: contactus@innovateawarding.org