

Staff/Lecturer Complaint/Concern Form

Instruction: This form should be used by anyone wishing to make complaint or raise a concern against/in regards to a member of staff or lecturing team. More information on the complaints procedure can be found by visiting: [Handing-Complaints-NI-Academy-2022.pdf](https://www.nautinst.org/files/Handing-Complaints-NI-Academy-2022.pdf) ([nautinst.org](https://www.nautinst.org)).

Please submit this signed form by emailing it to us at courses@nautinst.org or posting it to
200B Lambeth Road
London
SE1 7JY

Note: to make a complaint about a course/scheme you have attended, please complete the Course/Scheme Complaint/Concern form, which is available at: [NI Academy Resource Centre](https://www.nautinst.org) ([nautinst.org](https://www.nautinst.org))

Your details	
First name:	Surname:
Membership no. (if applicable):	Telephone:
Email:	
Complaint information	
Staff/Lecturer:	Date of incident:
Course (if attending at time):	
Complaint: <i>Please detail your complaint and desired outcome.</i>	