



How to Raise a Concern/Complaint

Concerns can be made via telephone or in writing.

If you have a concern/complaint, please contact:

Operations Manager
Training in Mind
Office 1-4
Church View
Ivor Street
Blaenavon
Torfaen
NP4 9BA

Telephone: 01495 707360

Email: operations.manager@traininginmind.co.uk

For concerns in relation to the Operations Manager or Office Manager please contact the Managing Director at the same address or email:

managing.director@traininginmind.co.uk

For concerns about the Managing Director please contact the Chair of the Board at the same address.

If you would like a copy of our complaints policy, please email

operations.manager@traininginmind.co.uk, or call us to request on 01495 707360

PLEASE MARK ALL POSTAL CORRESPONDENCE AS PRIVATE AND CONFIDENTIAL

Tel: 01495 707360

www.traininginmind.co.uk

Rhif Cwmni/Company Number: 07211462

