



# Best Option Training

## Complaints and Appeals Register

The purpose of this document is to record complaints and appeals and track progress

Date	Category	Complaint	Priority	Status	Responsibility	Action	Action by	Date actioned

Category	Priority	Status
Assessment	High	Open
Client Services	Medium	Closed
Materials	Low	
Moderation		
Registration		
Validation		
Website		
Qualification		
Standards		
Complaints		
Training		
Staff		