Suggestions and Complaints Procedure

PURPOSE
To increase the level of client, student and stakeholder satisfaction with the delivery of services, enhance customer/provider relationship and provide an efficient, fair and accessible mechanism for resolving customer complaints.

SCOPE
This procedure includes all suggestions and complaints (including dispute) mechanisms for MADEC sites, employees, clients, students and stakeholders.

RESPONSIBILITIES
The Board of Management and Chief Executive Officer (CEO) are committed to having efficient and fair resolution of complaints by ensuring that systems are in place and are effective.

Managers and/or their delegates are responsible for complaints documentation; investigation and resolution and notifying the relevant external bodies regarding complaints.

The Quality Assurance Manager is responsible for maintaining the suggestions and complaints on TRACK, collating data, analysing and reporting trends to Corporate Management Team and Board of Directors.

All staff are responsible for encouraging clients/students or stakeholders (including families, carers and advocates) to provide any feedback and entering any suggestions or complaints on TRACK.

PROCEDURE

1-RIGHTS AND RESPONSIBILITIES
MADEC promotes client/students rights & responsibilities which include the right to complain. There are codes/acts that are promoted and information given to clients/students on registration:

- Employment Services: The Department of Employment Code of Practice
- Education and Training: National Vocational Educational Training Regulator Act 2011 (the Act), including the Standards for NVR registered Training Organizations 2012,
- National Harvest Labour Information Service (NHLIS). The (DOE) Code of Practice

Copies in different languages are available and staff have access to interpreter services if required,

Information is provided to staff at orientation and also through regular newsletters.

2-FAIRNESS
MADEC recognises the need to be fair to both the complainant and/or the person against whom the complaint was made. Complainants have the right to:

- Be heard;
- Be informed of the criteria and processes, including the avenues for further review;
- Be informed of the decisions and reasons for such decisions;
- Know that the complaint is being reviewed independently where possible;
- Confidential, non-discriminatory treatment
- Seek independent advice and representation (advocate)

3-VISIBILITY
Suggestions and Complaints are captured through a number of ways including:

- Feedback Forms which are available at each reception area,
- Feedback Section on the website
- NHLIS Visitations and Expo’s
- NHLIS Call Centre
- Social Media
- Regular surveys (refer: Satisfaction Surveys) and
- TRACK
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Clients of Employment Services are advised that they can contact Department of Employment using the Customer Service Line, contact details are included on the Suggestions and Complaints Form.

Students of the Community College must seek to have the complaint investigated through MADEC’s internal processes before the complaint will be investigated by an external party such as ASQA, Skills for All, however contact details are included on the Suggestions and Complaints Form.

Clients of the NHLIS are advised that in addition to contacting NHLIS, they can also contact Consumer Affairs, Fair Work and in matters of an emergency the police.

COMPLAINTS HANDLING PROCESS
Complaints/disputes are resolved as quickly as possible, preferably on first contact if the complaint is straightforward.

Upon receipt of any verbal suggestion or complaint, the person receiving the complaint, will enter this as a non-conformance Report on TRACK refer: Continuous Improvement. All complaints whether verbal (informed) or in writing (formal) are entered onto TRACK. The manager will investigate the complaints within 5 working days and notify the complainant of the outcome. The details of the investigation, outcome and discussions with the complainant will be entered in TRACK.

Outcomes from NHLIS complaints may include suspension of a grower from using the NHLIS service for a period time which is determined on an individual case basis and in consultation with Department of Employment. The number and nature of complaints are taken into consideration by MADEC CEO and the referring NHLIS State Manager case by case. During this process NHLIS act accordingly to section 2: Fairness, of this policy.

DATA COLLECTION
The Quality Manager will collect data relating to complaints and produce regular reports to the Corporate Management Team. Departmental reports can be generated to gather the number and nature of complaints received for compliance reporting and/or performance management eg NHLIS Growers. Annually statistics and trends will be prepared which identify:

- Trend nature of complaints;
- Services about which complaints are made;
- Business practices about which complaints are made;
- Response time targets;

FEEDBACK AND SURVEYS
Management actively seeks feedback from clients/students and staff. Surveys are conducted at regular intervals for community college students via AQTF Employer and Learner Questionnaire and Employment Services and Indigenous Community Links Survey. NHLIS conduct an annual grower survey via survey monkey. When the results of the surveys are collated any identified Opportunity for Improvement is captured on TRACK.

EDUCATION
All employees receive education and training in the complaints procedures and TRACK during orientation and induction processes.

CUSTODIAN: Quality Assurance Manager

REFERENCES:
Employment Services Deed 2012-2015 GDV 5
ISO 9001:2008 7.2.3 – Customer Communication, 8 – Measurement, Analysis and Improvement
VET Quality Framework / Standards for NVR Registered Training Organisations
National Standards for Disability Services