**APPENDIX B: Stage 3 Employer Review form**

**FORM for the submission of an EMPLOYER COMPLAINT Review Request only**

This form should be used by employers wishing to request a review of a Stage 2 complaint.

Please complete all sections of this form, and ensure it is signed and dated before submitting it.

Please ensure that you provide details of the senior manager from your organization who is aware of the Stage 3 Review submission.

# Your Contact Details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Title: (e.g. Mr/Mrs/Ms/Miss/Dr)** |  | | |
|  |  | |
| **First Name:** |
|  |
| **Surname: (i.e. Family Name)** |
|  |
| **Contact Address: (in Semester)** | | | |
|  | | | |
| **Postcode:** | |  | |
| **Preferred Contact Telephone Number:** | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Alternative Contact Address:** | | | |
|  | | | |
| **Postcode:** | |  | |
| **Email Address:** |  | | |
|  |  | | |
| **Name of Employer organisation/company** | | | |
|  | | | |
| Is a senior member of management in your organization/company aware that a Stage 2 complain is being submitted? (Please tick) | | | |
| Yes | | | No |
| Name of the senior manager concerned: | | |  |
| Contact telephone number (mobile preferably) | | |  |

**Grounds for your Stage 3 Complaint:**

**Please use the box below to indicate which of the grounds you are pursuing in order to qualify for a review of the Stage 2 Complaints Panel. Please tick all that apply.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | You are able to present new information relevant to the case which could not be revealed for valid reasons or was not known at the time of your Stage 2 Complaints Panel;  There were procedural irregularities in the conduct of the Stage 2 procedures;  There was bias in the Stage 2 procedures. |  |

**Making your Case for your Stage 3 Complaint:**

|  |  |  |
| --- | --- | --- |
|  | On a separate sheet, please explain you have met the ground(s) you have listed above, for example, please explain why you believe a procedural irregularity occurred in your Stage 2 Complaints Panel, and provide supporting evidence for your claim(s).  Please note: Stage 3 Review Panels will only be able to consider your submission if you address the specified criteria in the Student Complaints Policy and Procedure. |  |

**Please indicate below the outcome you would wish to seek if your case is successful at the Stage 3 Review Panel:**

|  |  |  |
| --- | --- | --- |
|  |  |  |

The University will treat any personal information which is received in the course of dealing with your complaint as confidential. Such information will be kept, used, and shared, where necessary and appropriate with other members of staff, only for the purpose of investigating and determining the outcome of your complaint. You are advised to keep a copy of all correspondence for your records.

**Signature:** ………………………………………………... **Date:** ………………………

This completed form should be submitted with your supporting statement and any documentary evidence to [complaints@stmarys.ac.uk](mailto:complaints@stmarys.ac.uk)