



Complaints Handling Report

Quarter 3 (February - April)

Academic Year 2023-24

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1. Introduction

North East Scotland College (NESCol) is committed to ensuring all clients and customers receive the best possible service. The College monitors stakeholder complaint feedback and ensures any lessons learned are actioned to improve its services. Reports measuring the College’s complaints handling performance will be published online quarterly and issued to the Leadership Team.

NESCol complaints handling procedures are subject to regular review and alteration as required. This could be as a result of stakeholder experiences, internal changes or external initiatives. The College is a member of the sector Complaints Handling Advisory Group, operating with the College Development Network (CDN) and in association with the Scottish Public Sector Ombudsman (SPSO).

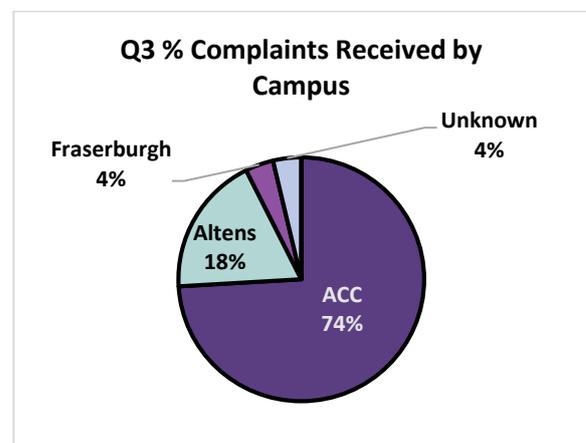
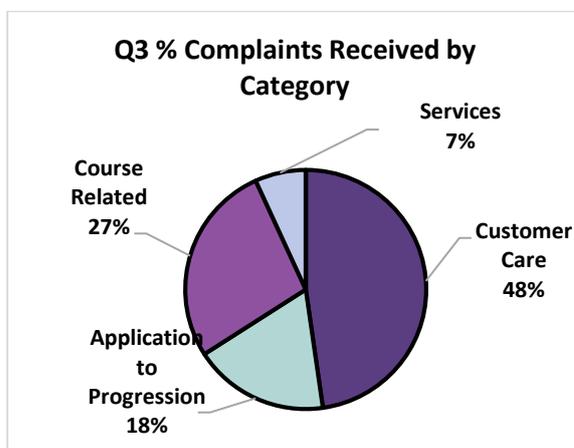
NESCol is an equal opportunities College therefore all complaints are administered in compliance with the Data Protection Act 2018, The General Data Protection Regulation (GDPR) and Freedom of Information (Scotland) Act 2002.

2. Quarterly Trends

For this quarter, NESCol received 27 complaints. The majority of complaints made are Customer Care Related (C1), Course Related (C3), Application to Progression (C2), and College Services (C4). Common themes regarding the cause of complaints are:

- Staff Conduct
- Course Management
- Progression, Articulation, Withdrawal

The pie chart to the left shows the percentage of complaints received for each complaint category. The pie chart to the right shows a breakdown of the percentage of complaints received this quarter for each campus. Of the complaints received this quarter, Aberdeen City received 20, Fraserburgh received one, Altens received five, and one was logged as unknown.



3. Impact on Service Delivery

Upon closing a complaint, the quality team request details of any lessons learned or actions for completion (where applicable) from the relevant departments. The feedback received from stakeholders through the complaints process can alter our service delivery and highlight areas for improvement in order to better our practices. The below example/s from this quarter highlights the value of stakeholder feedback.

Improving Awareness of Support Services with Part-Time Tutors

A complaint was received in relation to staff being unaware of how to assist students with additional support requirements. The complaints handler was able to identify that the staff member was able to offer all appropriate assistance within the class but was not certain of the role the support services would be able to play in the student experience and expectations. The Community Development Manager confirmed that they had raised awareness of the student support role with all part time tutors to ensure that these services are utilised to the advantage of students.

Raise Staff Awareness of Asylum Seekers

A complaint was received in regards to an application to a course being withdrawn due to outstanding payments on a course. On investigating this complaint it was discovered that the admissions team were not fully aware of rules and restrictions relating to asylum seekers applying and studying at NESCOL. This has been raised with admissions staff and a request made to add an alert to these applications so it can be ensured they are dealt with appropriately.

Improved Student Facing Alternative Assessment Arrangement Documentation

A complaint was received in regards to Alternative Assessment Arrangements (AAA). The complainant felt incomplete information was given in regards to the arrangements in place and not passed on in a timely manner. The complaints handler noted that some information had not been fully presented to the student in question by both support and curriculum teams. It was concluded that for academic year 2024-25 a student facing AAA guidance document would be created, as per the AAA Pilot, to better manage expectations and outline process and responsibilities.

4. Further Education Complaints Performance Indicators – Definitions

The following definitions for stage 1, stage 2, and escalated should be consistently applied throughout all indicators.

Stage 1

This means those responded to at stage 1 (frontline resolution). This does not include those escalated from stage 1 to stage 2. These will be counted in the escalated complaints. This includes those where the extended timeline (i.e. + additional 5 working days) was used.

Stage 2

This means those responded to at stage 2 (investigation). This includes those where the extended timeline (i.e. + additional 20 working days) was used.

This refers to those complaints considered directly at stage 2 for the following reasons:

- * straight away by complainant (this refers to customers who did not wish to be dealt with at stage 1 and wished to go straight to stage 2)

- * straight away by the College, or within a day or so after due consideration (i.e. College recognised complex, serious, high risk nature of the complaint and felt it was not suitable to be considered at stage 1)

Escalated

This means those escalated from stage 1 to stage 2.

This refers to those complaints where the complainant remains dissatisfied with the outcome of the frontline resolution and have requested that their case be escalated to stage 2 for investigation.

This includes those complaints where escalation was required because frontline resolution timescales were not met (i.e. 11 working days or more). Therefore automatic escalation rules apply.

Population

This figure will represent the total student population. For example the number of matriculated students at an agreed date.

The College, when reporting on the complaints handling KPIs for each quarter adheres to the above definitions to ensure consistency and accuracy.

5. Complaints Handling Key Performance Indicators

COMPLAINTS HANDLING PROCEDURE INDICATORS		Q1	
Total no. of complaints received & complaints received per 100 population	No.	%	
Number of complaints Received	27	100	
College Population and Number of Complaints received per 100 population	11846	0.1	
No. of complaints closed at each stage and as a % of all complaints closed	No.	%	
Number of complaints closed at Stage 1 and % of total closed	20	74.1	
Number of complaints closed at Stage 2 and % of total closed	2	7.4	
Number of complaints closed after Escalation and % of total closed	0	0.0	
Open	5	18.5	
No. upheld, partially upheld and not upheld at each stage and as a % of complaints closed at that stage			
Stage 1	No.	%	
Number and % of complaints upheld at Stage 1	6	30	
Number and % of complaints partially upheld at Stage 1	9	45	
Number and % of complaints not upheld at Stage 1	5	25	
Number and % of complaints resolved at Stage 1	0	0	
Stage 2	No.	%	
Number and % of complaints upheld at Stage 2	0	0	
Number and % of complaints partially upheld at Stage 2	2	100	
Number and % of complaints not upheld at Stage 2	0	0	
Number and % of complaints resolved at Stage 2	0	0	
Escalated	No.	%	
Number and % of complaints upheld after Escalation	0	0	
Number and % of complaints partially upheld after Escalation	0	0	
Number and % of complaints not upheld after Escalation	0	0	
Number and % of complaints resolved at Stage Escalation	0	0	
Total working days and average time in working days to close complaints at each stage	No.	Av.	
Total working days and average time in working days to close complaints at Stage 1	94	4.7	
Total working days and average time in working days to close complaints at Stage 2	44	22	
Total working days and average time in working days to close complaints after Escalation	N/A	N/A	
Number and % of complaints closed within set timescales (S1=5 workings days; S2=20 working days ; Escalated = 20 working days)	No.	%	
No. and % of Stage 1 complaints closed within 5 working days	16	80	
No. and % of Stage 1 complaints not closed with 5 working days	4	20	
No. and % of Stage 2 complaints closed within 20 working days	1	50	
No. and % of Stage 2 complaints not closed within 20 working days	1	50	
No. and % of Escalated complaints closed within 20 working days	0	0	
No. and % of Escalated complaints not closed within 20 working days	0	0	
Number and % of complaints closed at each stage where extensions have been authorised	No.	%	
No. and % of Stage 1 complaints closed within 10 working days (extension)	0	0	
No. and % of Stage 1 complaints not closed within 10 working days (extension)	0	0	
No. and % of Stage 2 complaints closed within 40 working days (extension)	0	0	
No. and % of Stage 2 complaints not closed within 40 working days (extension)	0	0	
No. and % of Escalated complaints closed within 40 working days (extension)	0	0	
No. and % of Escalated complaints not closed within 40 working days (extension)	0	0	

6. Escalation and Extension Rationale

In this quarter, one complaint was escalated to stage 2. This was requested by the complainant after completion of a frontline complaint.

In this quarter, four frontline complaints were granted an extension as additional time was required to investigate fully and to accommodate the availability of relevant staff.

7. Complaints Handling Feedback Questionnaire

Following the receipt of a response to their complaint, complainants are sent a complaints handling questionnaire so they can indicate their satisfaction with the different components of the complaints process.

This is monitored on a regular basis and the quality team review feedback received in relation to the handling process. This can influence future practice and alterations to the procedure followed.