

SHARE YOUR CONCERNS

TELFORD COLLEGE  
of Arts and Technology



SHARE YOUR CONCERNS

## COLLEGE MISSION

*“To meet the needs and aspirations of individuals, communities and employers for high quality vocational and adult learning”*

- In order to meet the above, we need to know your views
- Your suggestions and concerns are important to us
- Help us to provide the right kind of teaching and learning establishment
- If you have any suggestions or concerns about the College please complete the form provided
- Return to the Director of Student Services

where great futures begin

Haybridge Road • Wellington • Telford • Shropshire • TF1 2NP

# FEEDBACK FORM

We want to offer you a high quality service - your views help us do that. It also helps us when shaping the service for the future.

**1** Your comments on the service

**2** Your ideas and suggestions for improving the service

If you have concerns, you may initially wish to talk these through with your tutor, or you may wish to let us know in Student Services so that we can help resolve them. You may also write your concerns opposite and post them to us.

### 3 What would you like us to do?

Please send to the address given on the reverse of this form.

**Thank you for taking the time to complete this form. Your opinions are important to us.**

Should you wish to discuss any issues in more depth, please contact:

**Director of Student Services on 01952 642237**

**email: [chris.shouli@tcat.ac.uk](mailto:chris.shouli@tcat.ac.uk) minicom users: 01952 247167**

If you have difficulty completing this form, you may wish a member of Student Services to complete the form for you.

Please contact the Director of Student Services for further assistance.

**This leaflet is available on request in large print and on tape.**

If you would like to be contacted, please complete your details:

Name:.....Course:.....

Course Tutor:.....

Telephone Number (Day):.....

Telephone Number (Evening):.....

Email:.....

Address:.....

.....

Date:.....

The College works to the quality and standards of MATRIX for Information, Advice and Guidance, Investors in Careers and Investors in Diversity.

# SHARE YOUR CONCERNS

Please return this form to:

**Director of Student Services**  
**Telford College of Arts and Technology**  
**Haybridge Road**  
**Wellington**  
**Telford**  
**Shropshire**  
**TF1 2NP**

## COLLEGE CHARTER STANDARD

- We aim to acknowledge receipt of your concerns within 5 working days
- We expect to be able to reply to you with the result of our findings within a further 10 working days. You will be kept informed of any delays in this process.

**Student Services 01952 642237**

email: [chris.shouli@tcat.ac.uk](mailto:chris.shouli@tcat.ac.uk)

Website: [www.tcat.ac.uk](http://www.tcat.ac.uk)

Telford College is committed to a policy of promoting equality of opportunity and access through its services. There are specific policies on disability, race and gender as well as the College's - Equality and Diversity Policy - please contact Student Services for copies on 01952 642237 or visit our website at [www.tcat.ac.uk](http://www.tcat.ac.uk)

The Information, Advice and Guidance distributed by Telford College is monitored by the College's Advice and Guidance Network.

The College works to the National Information, Advice and Guidance standards of MATRIX.



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