

## Easy Read -

## **Complaints and Feedback**

How do you file a complaint or give feedback?

## Prepared for:

Name	
Address	
Date	



This document tells you about how to make a complaint or give feedback.



Carneys Training wants you to give us feedback or make a complaint if you are unhappy.



It is **okay to complain** if you are not happy. Tell us when you are upset about:

- the **supports** you received
- your **support workers**
- Carneys Training



If you do not feel comfortable telling us about your complaint, you should tell someone you trust like your:

- mum or dad
- brother or sister
- support worker.

Ask them to help you make a complaint.



Or you can get help from a professional, independent advocate to make a complaint or provide feedback to us.



We can **help you find** an advocate if you want.

Ask our Managing Director to help you. Call them on 0406 470 287.



How do you make a complaint or provide feedback to us?



You can talk to:

- your **support worker**
- our Complaints Manager
- the Managing Director.



You can **call or email our Complaints Manager** directly:

- Call: 0406 470 287
- Email: marcus@carneystraining.co



You can fill out the **Complaints and Feedback Form** and mail it
to the Complaints Manager:

2/71 Winton Rd, Joondalup.

Ask the Complaints Manager or your support worker for a copy of the form.



You can fill in the participant survey we send to you every year.



You can make a complaint at any time directly to the NDIS Commission:

Call: 1800 03 55 44

Or go to their website: www.ndiscommission.gov.au



You can make a **complaint and** remain anonymous.

Anonymous means we will not know who you are.



To be anonymous, use the

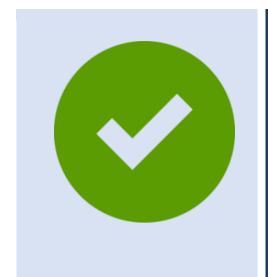
Anonymous Complaint and

Feedback Form provided at your intake meeting:

- Complete the form (your advocate can do this for you).
- Mail it back to us using the stamped, self-addressed envelope provided.



Remember, if you complain anonymously we cannot provide you with a response, as we will not know who you are.



We take all complaints and feedback we receive seriously.

They help us to make our service and supports better for you!



How do we manage your complaint or feedback?



## Our Complaints Manager will:

- **talk** with you about your problem
- write everything you say down
- plan to fix your problem.

Our Complaints Manager will:

• try to fix your problem



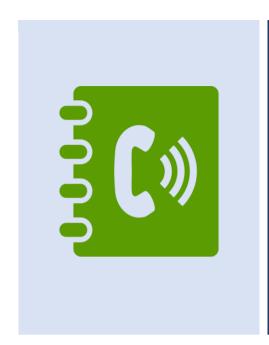
• contact you regularly to tell you how the problem is being fixed.



To keep you safe, if your complaint or feedback involves someone being put in serious danger or being hurt we will tell the police and the NDIS.



We keep everything you tell us private.



If you are unhappy with the way we handled your feedback or complaint, you can tell the NDIS Commission:

- Call: **1800 03 55 44** (free call from a landline)
- Go to their website:
   www.ndiscommission.gov.a
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