

COMMENDATION FORM



We want your experience at Nottingham College to be positive and we take great pride in delivering the best possible service to our students. If you would like to praise any member of staff, or a particular aspect of service please take the time to read this leaflet.

If you would like to congratulate or praise a member of staff or a department for a particularly good service they have provided, you can contact us by using one of the following methods:

- Complete the commendation form on the reverse and hand in to reception or send to the address below:
Quality Team, Nottingham College, Clarendon Campus, Pelham Avenue, Nottingham, NG5 1AL
- By email: feedback@nottinghamcollege.ac.uk

WHO CAN MAKE A COMMENDATION?

Anybody who feels they have received an "above and beyond" level of service can make a commendation towards a member of staff or department. You may be a student at Nottingham College, a fellow staff member, or an external customer.

WHAT HAPPENS NEXT?

The member of staff or department will receive a certificate thanking them for their achievement and their contribution to the college's commitment to delivering the best possible level of service to its customers.

Many departments will display their commendations, particularly around reception areas.

YOUR CONTACT DETAILS:

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|-------------------------|--------------------------|-------------------|----------------------|----------|----------------------|
| TITLE (E.G. MR): | <input type="checkbox"/> | FORENAME: | <input type="text"/> | SURNAME: | <input type="text"/> |
| ADDRESS: | <input type="text"/> | | | | |
| POSTCODE: | <input type="text"/> | TELEPHONE NUMBER: | <input type="text"/> | | |
| EMAIL ADDRESS: | <input type="text"/> | | | | |
| COURSE (IF APPLICABLE): | <input type="text"/> | | | | |

YOUR COMMENDATION DETAILS:

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|-----------------------------|----------------------|
| MEMBER OF STAFF/DEPARTMENT: | <input type="text"/> |
| SITE: | <input type="text"/> |

DETAILS OF EXCEPTIONAL SERVICE: