

Company Name:	TimePlan Education Ltd (“the Company”)
Policy Name:	Customer Service Policy
Date:	2025-02
Version:	004

TimePlan Education is a member of the Recruitment and Employment Confederation (REC) and adheres to their Code of Professional Practice.

TimePlan Education Customer Service Policy Statement

At TimePlan Education, we endeavour to provide you with the best possible service at all times. If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please contact us, our contact details are set out below. We will respond to your query within 3 - 5 **working days**.

As part of our commitment to customer service and the feedback we receive, we will publicise improvements to our service based on that customer feedback through our client and candidate portals. We have already made numerous, positive changes to our online and person-to-person service to ensure that your user experience is second to none. We pledge to continue to listen to our customers and make improvements to our systems to the benefit of all concerned.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

All recruitment consultants will be trained in customer service standards; will exhibit customer friendly service skills; and be knowledgeable, professional and courteous in meeting the needs of our customers.

Communication

TimePlan Education will return all phone calls and emails received from clients and registered candidates and applications in respect of specific vacancies within agreed timescales. Where we are unable to meet this agreement, we will inform you of this as soon as possible and agree a new deadline.

Consistency

As part of our commitment to upholding professional standards, we will review our policies annually to ensure that they continue to meet business needs and the Recruitment and Employment Confederation’s Code of Professional Practice; and that they are consistently applied to all our customers.

Complaints

TimePlan Education seeks fair, just and prompt solutions when possible to any complaints and appeals. All such issues should be directed to the Group Compliance Director & Data Protection

Officer, David Millard in the first instance (contact details below), where they will be acknowledged and directed to the attention of the appropriate person. A complaints process is in place for any disputes; copies are available from our offices, via your consultant.

Access to Information

We comply fully with the provisions of the Data Protection Act 2018. Any personal or confidential information held by us about a client or work seeker is fully accessible to that person or body for review or editing by contacting the Group Compliance Director & Data Protection Officer, David Millard.

Reduce Bureaucracy

Wherever possible, without compromising our legal requirements and professional standards, we strive to reduce the burden of unnecessary paperwork.

How to Contact Us:

David Millard, Group Compliance Director & Data Protection Officer
TimePlan Education Group Ltd, 2nd Floor Longbow House, 20 Chiswell Street, London, EC1Y 4TW
Email: david.millard@timeplan.net
Website: <https://www.timeplan.com/>