

# CFACSC5 - SQA Code HD0W 04

## Monitor and solve customer service problems



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### Overview

This Standard is part of the Customer Service Theme of Handling Problems. This Theme covers the behaviours, processes and approaches that are most effective when handling customer service problems. Remember that customers include everyone you provide a service to. They may be external to your organisation or they may be internal customers.

Your job involves delivering and organising excellent customer service. However good the service provided, some of your customers will experience problems and you will spot and solve other problems before your customers even know about them. This Standard is about the part of your job that involves solving immediate customer service problems. It is also about changing systems to avoid repeated customer service problems.

Remember that some customers judge the quality of your customer service by the way that you solve customer service problems. You can impress customers and build customer loyalty by sorting out those problems efficiently and effectively. Sometimes a customer service problem presents an opportunity to impress a customer in a way that would not have been possible if everything had gone smoothly.

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### Performance criteria

#### Solve immediate customer service problems

- You must be able to:*
- P1 respond positively to customer service problems following organisational guidelines
  - P2 solve customer service problems when you have sufficient authority
  - P3 work with others to solve customer service problems
  - P4 keep customers informed of the actions being taken
  - P5 check with customers that they are comfortable with the actions being taken
  - P6 solve problems with service systems and procedures that might affect customers before they become aware of them
  - P7 inform managers and colleagues of the steps taken to solve specific problems

#### Identify repeated customer service problems and options for solving them

- You must be able to:*
- P8 identify repeated customer service problems
  - P9 identify the options for dealing with a repeated customer service problem and consider the advantages and disadvantages of each option
  - P10 work with others to select the best option for solving a repeated customer service problem, balancing customer expectations with the needs of your organisation

#### Take action to avoid the repetition of customer service problems

- You must be able to:*
- P11 obtain the approval of somebody with sufficient authority to change organisational guidelines in order to reduce the chance of a problem being repeated
  - P12 action your agreed solution
  - P13 keep your customers informed in a positive and clear manner of steps being taken to solve any service problems
  - P14 monitor the changes you have made and adjust them if appropriate

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### Knowledge and understanding

*You need to know and understand:*

- K1 organisational procedures and systems for dealing with customer service problems
- K2 organisational procedures and systems for identifying repeated customer service problems
- K3 how the successful resolution of customer service problems contributes to customer loyalty with the external customer and improved working relationships with service partners or internal customers
- K4 how to negotiate with and reassure customers while their problems are being solved
- K5 the opportunities and potential for monitoring and solving customer service problems presented by remote information collection and sharing such as through social media

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

**Unit assessed as being complete**

<b>Candidate's Name:</b>	
<b>Candidate's Signature:</b>	
<b>Date submitted to assessor as complete:</b>	

<b>Assessor's Name:</b>	
<b>Assessor's Signature:</b>	
<b>Date assessed as complete:</b>	

**Internal Verification —**

to be completed in accordance with centre's IV strategy

<b>Evidence for this Unit was sampled on the following date/s:</b>	<b>IV's Signature</b>	<b>IV's Name</b>

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

<b>Date of admin check</b>	<b>IV's Signature</b>	<b>IV's Name</b>

**Unit completion confirmed**

<b>IV's Name:</b>	
<b>IV's Signature:</b>	
<b>Date complete:</b>	