

Complaints and Appeals Form

Students who have a complaint or appeal should refer to the publicly available Complaints and Appeals Policy and Procedure prior to completing and submitting this form.

Student Details	
Full name	
Year level	
Email address	
Teacher/ Trainer/ Assessor	
Mobile telephone	
Date	

Complaint Details	
Qualification code	
Qualification title	
Please provide details of the complaint below:	

I declare that the information & documentation given is true and accurate

Signature of Student

Date

Signature of Witness

Date

Complaints Outcome: Upheld Denied More evidence required

Written Notice Provided: Yes No

Appeal Details

Qualification code

Qualification title

Units of competency for which appeal is being sought

Code

Title

Please provide reasons for requesting this appeal:

 I declare that the information & documentation given is true and accurate_____
Signature of Student_____
Date_____
Signature of Witness_____
Date**Appeals Outcome:** Upheld Denied More evidence required**Written Notice Provided:** Yes No**For office use only**

Processed by:

Signature:

Date:

 CEO Notified Recorded in secure Complaints and Appeals Register Notified in writing within 60 calendar days Outcome reached**Privacy Notice:**

The information provided on this form will be used to follow up your complaint or appeal. The information may be provided to staff or external bodies who are in a position to remedy your complaint or appeal. The information will be stored securely and you may access or correct any personal information provided at any time by contacting the person to whom you submit this form.