

COMPLAINTS & APPEALS FORM



RTO No. 32468

For further information, refer to the Complaints & Appeals Policy & Procedure

COMPLAINT APPEAL

PERSONAL DETAILS			
Surname:	Click or tap here to enter text.	Title:	Choose an item.
Given Name/s:	Click or tap here to enter text.		
Postal Address:	Click or tap here to enter text.		
Mobile No.:	Click or tap here to enter text.		
Email Address:	Click or tap here to enter text.		

TRAINING COURSE DETAILS	
Course Title:	Click or tap here to enter text.
Trainer / Assessor:	Click or tap here to enter text.

DETAILS OF COMPLAINT OR APPEAL	
Date of Occurrence:	Click or tap here to enter text.

Reason for your submission / concern: Click or tap here to enter text.

Occurrences leading up to this submission: (Outline steps taken prior to submitting your formal complaint or appeal) Click or tap here to enter text.
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Details of any other parties involved: (Include Full Name & Position) Click or tap here to enter text.

Outcomes you are seeking from this process: Click or tap here to enter text.

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By signing this form, I certify that the information provided is true and correct

Signature:	
Date:	Click or tap here to enter text.

OFFICE USE ONLY

RTO Ref No.:

Received By:	Click or tap here to enter text.	Date Received:	Click or tap here to enter text.
Indicate outcome of process and action taken: Click or tap here to enter text.			

Signature:	
Date:	Click or tap here to enter text.