

Complaints and Appeals Form

About this form

This form should be used to make a formal complaint or appeal about any aspect of the services provided to you by us or about our staff, another learner or a third party providing services on our behalf. You may also use this form to dispute an assessment decision (assessment appeal)

Please include as much information as possible about your complaint or appeal as this will help us

to resolve your com	plaint or appeal more efficiently.
Your details	
Name	
Address	
Email address	
Phone	
Complaint or ap	ppeal details
_	ur complaint or appeal, including as much information as possible including persons involved. Attach any supporting evidence and reference them in your
What would you like	the outcome of this complaint or appeal to be?
Include any other co	omments.
Declaration	
	ormation provided by me to the best of my knowledge is accurate and truthful and can be ne complaint or appeal.
Signature	
Date	
Please submit this form	to our office via email or post.