



## RTO Complaints and Appeals Form

For further information refer to the *RTO Complaints and Appeals Policy and Procedure*

<b>Please select:</b>	COMPLAINT	APPEAL
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YOUR PERSONAL DETAILS	
<b>Surname:</b>	<b>Title:</b>
<b>Given name:</b>	
<b>Address:</b>	
<b>Contact phone number:</b>	
<b>Email address:</b>	
YOUR TRAINING PROGRAM	
<b>Course / Program Title:</b>	
<b>Trainer / Assessor:</b>	
DETAILS OF YOUR COMPLAINT OR APPEAL	
<b>Date of occurrence:</b>	
<b>Reason for your submission / concern:</b>	

<p><b>Occurrences leading up to this submission:</b></p>	<p>Outline any steps taken prior to submitting your formal complaint or appeal.</p>
<p><b>Details of any other parties involved:</b> (Include full name and position)</p>	
<p><b>Outcomes you are seeking from this process:</b></p>	

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

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<p><b>OFFICE USE ONLY:</b></p>	<p>Indicate outcome of process and action taken.</p>          <p>RTO Officer: _____ Date: ____ / ____ / ____</p>
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