



Information to the student

- Appeals should only be lodged to review an assessment decision that has previously been made after initial discussion with our assessor.
- Appeals must be submitted in writing, on this form, and must be made within 14 days of receiving notification of the assessment decision.
- Appeals must be submitted to the State Manager or Operations Manager.
- You will receive acknowledgement of your lodged appeal within three (3) working days of the RTO having received your appeal.
- The RTO will finalise a response to your appeal within 21 days of acknowledging your appeal. A formal response in writing will be provided at this time.
- Applicants may be asked to provide further information to support the appeal.

Section A – Participant details			
Title	First Name	Surname	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth
Phone			Mobile
Email Address			
Home Address			
Suburb		State	Post Code
Postal Address			
Suburb		State	Post Code

Section B – Course details	
Please list the unit/s of competency this appeal relates to below.	
Unit Code	Unit Name
Unit Code	Unit Name
Unit Code	Unit Name
Unit Code	Unit Name
Unit Code	Unit Name
Unit Code	Unit Name



Section C – Appeal details	
Have you reported your issue with any other agency?	Yes / No (Please circle appropriate option)
If yes, to whom did you report this issue?	
Have you previously appealed an assessment decision?	Yes / No (Please circle appropriate option)
If yes, what was the outcome?	
Have you previously tried to resolve this matter with the appropriate trainer prior to lodging this appeal?	Yes / No (Please circle appropriate option)
If yes, what was the trainer’s name?	
<p>Appeal Summary. Please summarise the events which have resulted in you lodging this appeal. If necessary, attach an extra page to provide additional information. Any supporting documentation should also be provided. (please provide copies only, originals will not be returned)</p>	

Section D – Privacy statement and student declaration	
<p>Personal information collected by the RTO is protected by the Privacy Act 1988. ‘Personal information’ is any information that can be used to identify you.</p> <p>The RTO will only use the information provided on this form to resolve your appeal. The RTO may provide the information to other parties within the organisation that may have relevant information to your appeal so that it can be managed fairly.</p> <p>No personal information will be disclosed to any person or party outside The RTO without your permission, unless required so by law.</p> <p>For more information about your privacy, please visit The RTO website or www.oaic.gov.au.</p>	
<p>Student Declaration</p> <p><i>(To be completed by the parent/guardian if student is under 18 years of age)</i></p> <p>By signing this declaration, I <insert name> _____ verify that:</p> <ol style="list-style-type: none"> The above information is true and accurate and I have not provided false or misleading information; and I understand and accept the privacy statement above. 	
<p>Student Signature</p> <p><i>(or parent/guardian if student is under 18 years of age)</i></p>	<p>Date</p>