Mackay Northern Beaches SHS

Student Form

Complaints and A	4 <i>ppeal</i>	's Forn	7
------------------	----------------	---------	---

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				
Mobile telephone				
Date				
Complaint Details				
Qualification code				
Qualification title				
Teacher				
Please provide details of the complaint below:				
☐ I declare that the information & documentation given is true and accurate				
Cianature of Childon		Data		
Signature of Student		Date		
Signature of Witness		Date		
	_			
Complaints Outcome: Upheld Denied More evidence required				
Written Notice Provid	led: Yes No			

Mackay Northern Beaches SHS

Appeal Details				
Qualification code				
Qualification title				
Teacher				
Units of competency for which appeal is being sought				
Code	Title			
Please provide reasons	for requesting this appeal:			
l lease provide reasons for requesting tims appears				
☐ I declare that the inf	ormation & documentation given	is true and accurate		
Signature of Student		Date		
6145				
Signature of Witness		Date		
Appeals Outcome:	☐ Upheld ☐ Denied	☐ More evidence required		
Written Notice Provid	led: Yes No			
For office use only				
Processed by:	Signature:	Date:		
☐ CEO Notified				
Recorded in secure Complaints and Appeals Register				
☐ Notified in writing within 60 o	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.

Document title: Complaints and Appeals Form

Complaints and Appeals Form. G:\Coredata\Common\VET\RTO Registration\QCAA Register of Documents\Complaints and Appeals\Complaints and Appeals Form.docx 29/04/2020 Review date: April 2021

Mackay Northern Beaches SHS Approved by: RTO Manager File location: Version date: