

Vocational Education and Training Student Complaint and Appeals Form

Students who have a complaint or appeal should refer to the Complaints and Appeals Policy and Procedure in the VET Student Handbook prior to completing and submitting this form. Available on the LSHS website https://longreachshs.eq.edu.au/

Student Details				
Full name				
Year level				
Email address				
Teacher				
Date				
1				
Complaint Details				
Qualification code				
Qualification title				
Please provide details of the co	mplaint below:			
I declare that the information	n & documentation	on given is tru	e and accurate	
Ciamatuwa of Chudout			Data	
Signature of Student			Date	
6: 1/6				
Signature of Parent/Carer	_	_	Date 	
Complaints Outcome:	Upheld	☐ Denied	☐ More evidence red	quired
Written Notice Provided:	☐ Yes ☐ No			
RTO Manager Signature			Date	
-				
VET Student complaints and appeals form	Version 1.0	Version Date	: 5 th August 2020	Review Date: August 2021
Developed By: HOD VET	RTO ID: 30391	Longreach St	ate High School	
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Appeal Details			
Qualification code			
Qualification title			
Units of competency for whi	ich appeal is being sought		
Code	Title		
Please provide reasons f	or requesting this appeal:		
ricuse provide reasons r	or requesting time appears		
I declare that the informa	tion & documentation given is true	e and accurate	
Signature of Student		Date	
Signature of Parent/ Carer		Date	
Appeals Outcome:	☐ Upheld ☐ Denied	☐ More evidence required	
Written Notice Provided:	☐ Yes ☐ No		
For office use only	<u> </u>		
Processed by: CEO Notified	Signature:	Date:	
	plaints and Appeals Register		
☐ Notified in writing within			
Outcome reached	oo caleridar 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.

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