

Complaints and Appeals Form

Please email your completed form to training@underthehammer.net.au

Personal Details

Full Name:		Date:	
Date of Birth:		Mobile/Phone:	
Postal Address:			
Email Address:			
Please indicate which of the following applies to you:			
<input type="checkbox"/> Prospective Learner	<input type="checkbox"/> Current Learner	<input type="checkbox"/> Past Learner	
<input type="checkbox"/> Workplace or Employer	<input type="checkbox"/> Partner Organisation	<input type="checkbox"/> Other:	
Please indicate if you are lodging a complaint, appeal or an assessment appeal			
<input type="checkbox"/> Complaint	<input type="checkbox"/> Appeal (unrelated to assessment)	<input type="checkbox"/> Assessment Appeal	
1. Please outline the reasons for your complaint or appeal in as much detail as possible and attach any additional pages required and supporting evidence as needed			
<i>*Please complete the sections on the following page</i>			

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2. Please make any suggestions you may have to resolve this issue

3. Are there any particular staff members of Under The Hammer Training who may need to be involved in the investigation of this complain or appeal and in what way?

For assessment appeals, please complete the following

4. Which unit and/or task is this appeal in relation to?

Privacy

In collecting personal information, Under The Hammer Training complies with the requirements set out in the Privacy Act 1988 and the relevant privacy legislation and regulations of the states/territories in which the RTO operates. A copy of our Privacy Statement can be located on our website: www.underthehammertraining.net.au

Where applicable, do you agree to the disclosure of your personal details to:

The person or organization that is the subject of this issue? Yes No

Another agency or organization for consideration of this issue? Yes No

Printed Name		Date:	
Signature			

Office Use

Received By:		Date:	
Signature			