

This form is designed to assist with lodging a complaint/grievance appeal.

If a satisfactory outcome **cannot** be reached after lodging a complaint/grievance, the matter may be appealed in writing by:

- Completing this form; or
- Composing a letter with the full details for the grounds for appeal; or
- Submitting an email/fax with the full details for the grounds of appeal.

To lodge in person:

CBD Campus: Level 14, 459 Little Collins Street, Melbourne Vic 3000

To mail details post to:

CBD Campus: Level 14, 459 Little Collins Street, Melbourne Vic 3000

Email details to info@skillstraining.vic.edu.au

Section 1 – To appeal a decision made

Student Details (student to complete):	
Date:	
Student Name:	
Student Number (if applicable):	
Student to complete	
Appeals process – please provide specific details for grounds of appeal:	

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I declare that the information provided is true and accurate

Student Signature:

Date of Appeal:

Section 2 – Appeals Review

Skills Training Australia Delegate to complete

Follow-up investigation and determination of appeal:

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Appeal review conducted by:

Name:

Position:	
Signature:	
Date Complainant advised of outcome	