



## Complaints and Appeals Lodgement Form

### SECTION 1 – Personal Details

<b>Name:</b>								
<b>Title:</b>	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Miss
<b>Address:</b>						<b>Post Code:</b>		
<b>Email:</b>						<b>Tel/ Mobile:</b>		

### SECTION 2 – Course / Unit/ Details

<b>Code/Title:</b>				<b>Date:</b>		
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### SECTION 3 – Complaint Details

Please describe your complaint below:

### SECTION 4 – Appeal Details

Please tick the area relating to your appeal below:

<input type="checkbox"/> Incorrect assessment decision <input type="checkbox"/> Bias of the assessor <input type="checkbox"/> Lack of competence of assessor <input type="checkbox"/> Incorrect information provided regarding assessment	<input type="checkbox"/> Inappropriate assessment task/process <input type="checkbox"/> Faulty, inappropriate or lack of equipment <input type="checkbox"/> Inappropriate assessment conditions
Have you discussed your appeal with the Assessor?	<input type="checkbox"/> YES <input type="checkbox"/> NO <b>Date:</b>

### SECTION 5 – Complainant Declaration

I have read and understood the Tiwi Islands Training and Employment Board (TITEB) Complaints and Appeals Policy and I declare that other relevant parties may be contacted in an attempt to resolve the issue. I agree that TITEB may conduct independent evaluation checks and that I may be requested to submit further information or attend a meeting to discuss this matter further.

<b>Signature:</b>				<b>Date:</b>		
<b>Admin Use Only</b>	<b>Complaint / Appeal Number from Register</b>					
<input type="checkbox"/> Form Received (Admin)	<b>Initial</b>		<b>Date:</b>			
<input type="checkbox"/> Form Lodgement recorded (Register)	<b>Initial</b>		<b>Date:</b>			
<input type="checkbox"/> Letter of Acknowledgement sent	<b>Initial</b>		<b>Date:</b>			
<input type="checkbox"/> Complaint / Appeal forwarded to CEO	<b>Initial</b>		<b>Date:</b>			