



Complaints and Appeals form

Complaint **Appeal**

Full Name: _____ Date: _____

Address: _____

Phone: _____ Email _____

Your Training Program

Course/Program Title: _____

Trainer/ Assessor: _____

DETAILS OF YOUR COMPLAINT OR APPEAL

Date of Occurrence:

Reason for your submission / concern:

Occurrences leading up to this submission: (Outline any steps taken prior to submitting your formal complaint or appeal.):

Details of any other parties involved: (Include full name and position)

Complaints and Appeals form

Outcomes you are seeking from this process:

Declaration

By signing this form, I certify that the information provided is true and correct

Student Signature

OFFICE USE ONLY:

Indicate outcome of process and action taken:

SITS Officer:

Date: