

# Complaints & Appeals Form

HPA TRAINING 02 4326 1035 RTO No: 41018

Complainant Name

Date Submitted

Who is complaining?  Student  RTO Staff Member  
*(please tick)*  Trainer/Assessor  Employer

Form submitted to

Other party/s involved

C&A Register No.

### COMPLAINT AGAINST

- Trainer
- Student
- RTO Staff Member
- Employer
- Resources
- Assessment Tools
- HPA Training

*Appeals must be lodged within 7 days of initial result being determined.  
Refer to the Complaints & Appeals Policy in the Student Handbook for procedure.*

## Details of Complaint/Grievance/Appeal

Assessment Appeals: Have you discussed this matter with your trainer in an attempt to reach a decision?  
Yes/No

continue page 2 ...



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Details of Complaint/Grievance/Appeal continued ...

**Signed By:**

**Date:**

