**APPEAL FORM**

This form is to be used for two purposes. Please complete the relevant section that applies to your circumstance.

To lodge an appeal against an assessment or Recognition of Prior Learning (RPL) decision.

Where you have exhausted the grievances and complaints processes with the Institute, you do not accept the outcome or justifications the Institute has previously provided, believe the findings are inaccurate, or are still dissatisfied.

If you are lodging an assessment appeal, a review of your assessment will take place by another qualified Assessor who has not been involved in the original decision. The appeal will be responded to in writing as soon as practicable, up to 30 calendar days.

Privacy: Personal information on this form, evidence supplied and on file will be used to investigate your complaint and will only be shared with staff members or parties directly involved in the gathering of evidence/drafting the outcome.

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Qualification or program | Click here to enter text. |
| Mobile number | Click here to enter text. |
| Email address | Click here to enter text. |

**Assessment Appeal**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit of Competency | Assessment | Assessor | Assessment or resubmission date |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| Assessment appeal details (explain why you disagree with the decision and list the evidence you are providing to support the re-assessment of your work) |
| Click here to enter text. |
| Appellant declaration |
| The information I have provided is true and accurate.   |  |  | | --- | --- | | Date | Click here to enter text. | | Signature or Student ID |  | |

Appeal

Please detail your appeal with specific information and the outcome you are seeking. You may also wish to provide additional evidence to support your appeal. Student appeals require a formal review of enrolment details, student file/learning records therefore written responses may take up to 60 calendar days.

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| Appeal details (explain why you disagree with the Institute’s decision and provide further information/list any evidence you are providing to support the appeal process) |
|  |
| Appellant declaration |
| The information I have provided is true and accurate.   |  |  | | --- | --- | | Date | Click here to enter text. | | Signature or Student ID |  | |