

VET Appeals Form

ASSESSMENT JUDGMENTS



By filling out this form, you are asking to appeal an assessment outcome you disagree with. Please only complete this form if you have already discussed the issue with your trainer and assessor and it has not been resolved.

This form starts the official appeal process for your assessment judgment. Make sure to submit this form to the RTO within 14 days of receiving your assessment result. You will receive a written response within 14 days detailing the outcome of your appeal.

PERSONAL DETAILS

Full Name

Contact Phone No

Email Address

YOUR TRAINING DETAILS

Course / Program Title

Trainer and Assessor

DETAILS OF YOUR APPEAL

Have you already made an informal complaint/attempt to resolve this issue? Yes No

If yes, please provide details of this communication (when it was made, with who, etc.)

Outcomes you are seeking from this process:

Please provide details of your reason/s for an appeal:

Acknowledgement

I have read and understand the College Appeals Policy and Procedure. I understand that I may be requested to provide further information or attend a meeting upon request to discuss my appeal further. I am willing to attend a meeting at the College if required.

Signature

Date

Official Use Only:

REVIEWED BY:

DATE: