**Complaints and Appeals Form**

Clients who wish to submit a complaint or appeal can do so by completing this form and submitting to the TAE Training Academy admin@taetrainingacademy.com.au

Outline the reasons for the complaint/ appeal and attach any supporting evidence.

Please indicate whether you are lodging a: **Complaint □** **Appeal □**

**Client name:**

**Date:**

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| Provide an explanation of the reasons why you are complaining/ appealing (please provide as much detail as possible including staff/ clients involved, places, timings, assessment/ course details and other relevant details if appropriate). |
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| **Note.** Please attach all supporting evidence and submit this form to your trainer at the TAE Training Academy. Please note that if your complaint is in relation to your training or trainer please submit this to the CEO via admin@taetrainingacademy.com.au or in person at TAE Training Academy 131 Hyde Street Yarraville (Office 26). |
| **Signed:** |