

Complaints and Appeals Form

Clients who wish to submit a complaint or appeal can do so by completing this form and submitting it to IVET by email (admin@ivet.edu.au).

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

Date:	
Your Name:	
Contact Details:	Phone:
	Address:
	Email Address:
	School or Employer name:

Please indicate which of the following applies to you:

- Prospective student
- Current student
- Past student
- Workplace or Employer
- Partner Organisation (school)
- Other (please specify) _____

Please indicate if you are lodging a complaint, appeal, or an assessment appeal.

- Complaint
- Appeal (unrelated to assessment)
- Assessment Appeal

Please outline the reasons for your complaint or appeal in as much detail as possible. You may attach additional pages and supporting information as needed.



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Approved by: Brent McGregor
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For complaints and appeals not related to assessment, please complete the following.

Please make any suggestions you have, to resolve this issue.

Are there particular members of the IVET staff who may need to be involved in the investigation of this complaint or appeal? If so, please specify:

For assessment appeals, please complete the following.

Which unit(s) and/or assessment task(s) is this appeal in relation to?

Signed:		Date:	/	/
Printed name:				

Note. Please attach all supporting evidence and submit this form to IVET by email: admin@ivet.com.au

