

Compliments and Suggestions Form

Submitted by		Contact details	
Assessment Details / Location			
Trainer / Assessor			
Course Name			
Course Code		Date / Time	
Nature of compliment or suggestion	<input type="checkbox"/> Trainer / assessor <input type="checkbox"/> Course or unit <input type="checkbox"/> Practical placement <input type="checkbox"/> Staff member/s	<input type="checkbox"/> Assessment materials or approach <input type="checkbox"/> Training materials or approach <input type="checkbox"/> Training facility amenities <input type="checkbox"/> Other	
Details of compliment or suggestion			
Detail your proposed solution, if any			
Signature		Date	

Attach another sheet of paper to this form if you need to add more information.

Thank you for your feedback. Please make a copy of this form and other relevant documents and submit to Phillips Institute, 75A Koornang Road, Carnegie VIC 3163. A representative of Phillips Institute may contact you if further clarification is required. You may also attach this form to an email and send to train@phillips.edu.au

OFFICE USE ONLY:

Date received:		Received by:		Referred for action to:	
Course of Action required:					
Date of resolution:		PI staff delegate signature:			