

Complaints and/or Appeals Form

Submitted by		Contact details	
Assessment Details / Location			
Trainer / Assessor			
Course Name			
Course Code		Date / Time	
Nature of complaint or appeal			
Details of complaint or appeal			
Detail your proposed solution, if any			
Signature		Date	

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

Make a copy of this form and other relevant documents and submit to the CEO, Phillips Institute, 75A Koornang Road, Carnegie VIC 3163 as soon as possible. A representative of Phillips Institute will contact you within 48 hours of receipt of this form. 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:		CEO's signature:			