

## Appeals Record

To be completed by the student if they have reasons for appealing assessment outcomes. The document is to be returned to the CEO within 14 days of receiving the outcome. The CEO in turn will respond within 14 days. All forms will be scanned and filed into the student file, scanned and entered into the Complaints and Appeals register, and placed into the complaints and appeals folder.

Appellant Details	
Name:	
Student Id #:	
Contact details:	
Date:	
Appeal Details	
Course:	
Unit(s) of competency relevant to the Appeal:	
Assessment tasks(s) relevant to the appeal:	
Assessor name:	
Please outline why you wish to Appeal the assessment result awarded:  <i>Please include an outline of the issue in detail</i>  <i>What happened</i>  <i>When did items occur</i>  <i>Who was involved</i>	

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**Appeal Details**

<p>Why do you think this issue has occurred?</p>	
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<p>What actions would you like to happen in order to resolve this issue?</p>	
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Appeal Handling	
Appeal handling process allocated to:	
Further appeal details:	
Re-assessment process undertaken:	
Other actions taken to resolve appeal:	
Appeal outcome:	

Appeal Handling	
Continuous Improvement Record raised:	<i>Include reference number if applicable</i>
Actions taken to prevent reoccurrence:	<input type="checkbox"/> Update to course / training product <input type="checkbox"/> Provision of additional information <input type="checkbox"/> Amended system / policy / procedure <input type="checkbox"/> Personnel training conducted <input type="checkbox"/> Personnel support undertaken <input type="checkbox"/> Other:
Written confirmation to Appellant:	<input type="checkbox"/> Attached      Date despatched:  Method of despatch:
RTO Manager name & signature:	