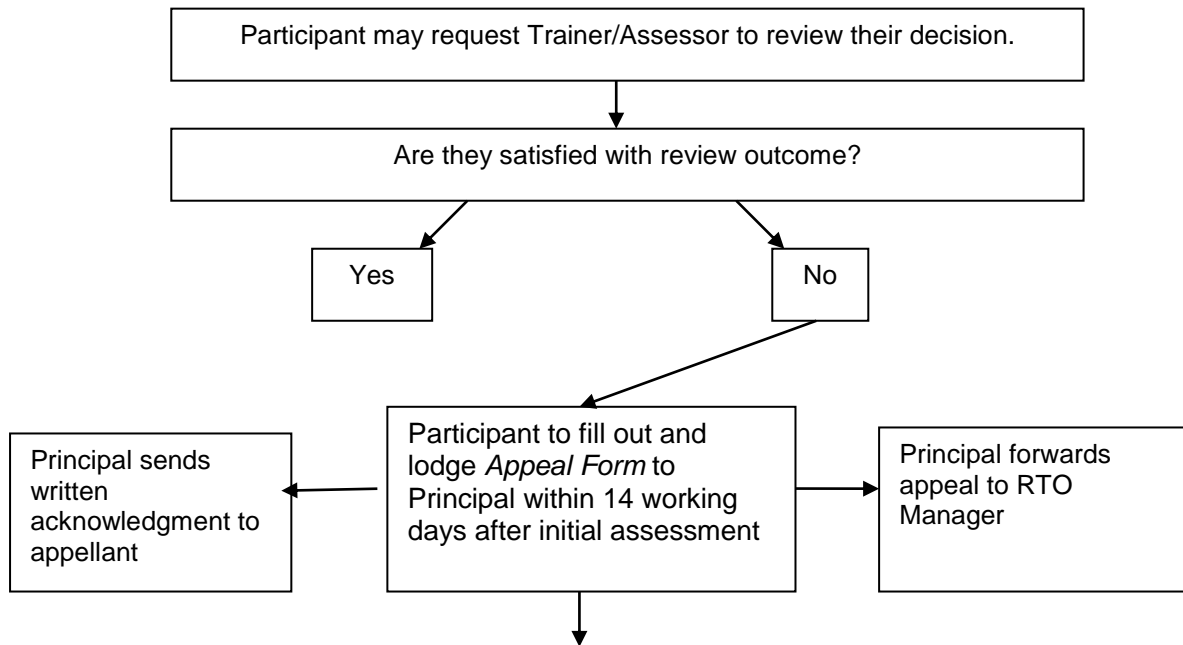


APPEALS PROCEDURE

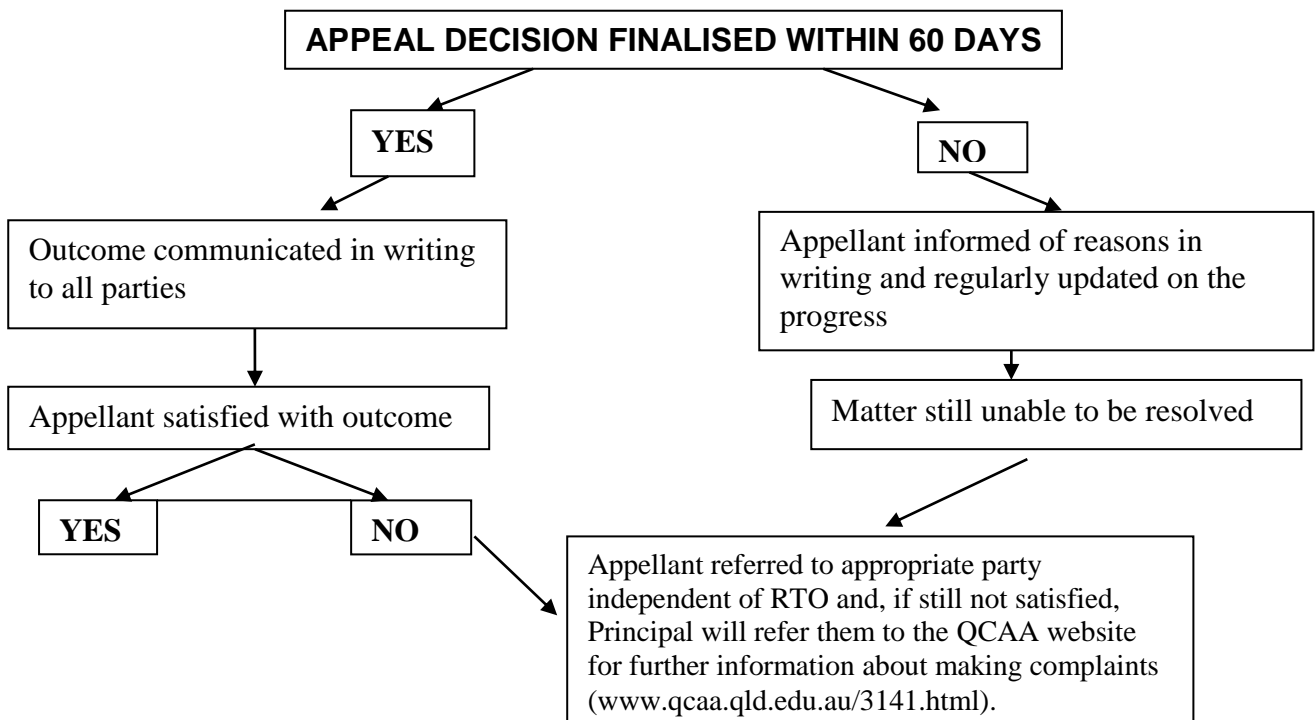
An **appeal** can be made to the school RTO to request a review of a decision, including assessment decisions.



APPEAL DEALT WITH BY:

Principal and/or RTO Manager	Or	Complaints and Appeals Committee, comprising: <ul style="list-style-type: none"> • Representative of the Principal • Representative of the Teaching Staff • An independent person
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(Appellant and relevant staff member shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.)



APPEAL FORM
Confidential Document

Name of Participant: _____

Address: _____

Telephone: _____ Email: _____

Name(s) of Assessor: _____

Course/Unit/Qualification: _____

Reason for Appeal:
(Please attach any additional information to the back of this form)

Have you requested the assessor/s to reconsider their decision? Yes / No

Please note that the information that you provide on this form is 'personal information' pursuant to the Privacy Act 1998 ('the Act'). This information is being collected for the purposes of processing your appeal and keeping you informed of the progress and result of this appeal. The intended recipient of this information will be Innisfail State College and its service providers. Please note that the provision of this information by you is voluntary. However, if you do not provide the information requested, Innisfail State College may be unable to process your appeal. You have the right of access to, and alteration of, personal information concerning yourself held by Innisfail State College in accordance with the Act. The information is being collected by Innisfail State College and will be held by Innisfail State College.

Signature

Date

OFFICIAL USE ONLY
Date received: ___/___/___
Received by: Ms C MacDonald, Principal
Forwarded to: Ms Tanya Martin, RTO Manager