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

**APPEALS PROCEDURE**

If an appeal is made, the participant may request a Trainer/Assessor to review their decision. The participant will then be asked if they are satisfied with the review outcome. If not, they must fill out and lodge an *Appeal Form* with the principal within 14 working days after the initial assessment. The principal will send the participant a written acknowledgment and forward the appeal to the RTO Manager. The appeal is then dealt with by the principal and/or the RTO Manager, or the Complaints and Appeals Committee, comprising:

- Representative of the Principal
- Representative of the Teaching Staff
- An independent person

The appeal decision is finalised within 60 days. If the appellant is satisfied with the outcome, the matter is closed. If not, the outcome is communicated in writing and the matter still unable to be resolved. The appellant is referred to the appropriate party independent of the RTO. If still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints (www.qcaa.qld.edu.au/3141.html).

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Version 1 – 23 February 2017
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