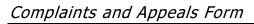
## **Pioneer SHS**

## **Student Form**





Students who have a complaint or appeal should refer to the publicly available Complaints and Appeals Policy and Procedure prior to completing and submitting this form.

<b>Student Details</b>			
Full name			
Year level			
Email address			
Phone number			
Teacher Name			
Date			
<b>Complaint Details</b>			
Qualification code			
Qualification title			
Please provide details of the complaint below:			
☐ I declare that the information & documentation given is true and accurate			
Signature of Student		Date	
Signature of Witness		Date	
Complaints Outcome: Upheld Denied More evidence required			
Written Notice Provided: Yes No			

Ownership:

## **Pioneer SHS**

Appeal Details			
Qualification code			
Qualification title			
Units of competency for which appeal is being sought			
Code	Title		
Please provide reasons for requesting this appeal:			
☐ I declare that the information & documentation given is true and accurate			
Signature of Student		Date	
Signature of Witness		Date	
		_	
Appeals Outcome: Written Notice Provide	Upheld Denied	☐ More evidence required	
Written Notice Provid	ieu. 🔛 ies 🔛 iio		
For office use only			
Processed by:	Signature:	Date:	
☐ CEO Notified			
Recorded in secure Complaints and Appeals Register			
Notified in writing within 60 calendar days			
☐ Outcome reached			

## **Privacy Notice:**

The information provided on this form will be used to follow up your complaint or appeal. The information may be provided to staff or external bodies who are in a position to remedy your complaint or appeal. The information will be stored securely and you may access or correct any personal information provided at any time by contacting the person to whom you submit this form.

Document title: Complaints and Appeals Form

File location: Version date: D:\ccoll303\Desktop\VET\Complaints and Appeals Form.docx Jan 2024

Jan 2025 Review date: Pioneer SHS Sally Munns - RTO Manager Ownership: Approved by: