

## APPEALS LODGEMENT FORM

Cornzal Workforce Development acknowledges the clients' right to lodge an appeal when they are dissatisfied with the training and /or assessment services and experiences that have been provided by Cornzal Workforce Development or any third party providing services on its behalf.

Cornzal Workforce Development will ensure that clients have access to a fair and equitable process for lodging appeals, and that it will manage the appeal with fairness and equity.

Please read the Complaints and Appeals Policy for more information.

Personal Details			
<b>First Name:</b>	<input type="text" value="Enter Text"/>	<b>Surname:</b>	<input type="text" value="Enter Text"/>
<b>Contact:</b>	<input type="text" value="Enter Text"/>	<b>Email:</b>	<input type="text" value="Enter Text"/>
<b>Postal Address:</b>	<input type="text" value="Enter Text"/>		<b>Postcode:</b> <input type="text" value="Enter Text"/>
<b>Client Group:</b>	<input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Employer <input type="checkbox"/> Student <input type="checkbox"/> Individual <input type="checkbox"/> Apprentice or Trainee <input type="checkbox"/> Other: <input type="text" value="Enter Text"/>		
<b>Enquiry Type:</b>	<input type="checkbox"/> Appeal <input type="checkbox"/> Suggestion		
<b>Preferred Method of Contact:</b>	<input type="checkbox"/> Email <input type="checkbox"/> Phone		

Appeal Details	
<b>Nature of Appeal:</b>	<input type="checkbox"/> Inappropriate Assessment task/process <input type="checkbox"/> Incorrect Assessment Decision <input type="checkbox"/> Faulty, Inappropriate or Lack of Equipment <input type="checkbox"/> Bias of the Assessor <input type="checkbox"/> Inappropriate Assessment Conditions <input type="checkbox"/> Lack of Competence of Assessor <input type="checkbox"/> Other: <input type="text" value="Enter Text"/> <input type="checkbox"/> Incorrect Information provided regrading Assessment
<b>Course and Unit:</b>	<input type="text" value="Enter Text"/>
<b>Module Details:</b>	<input type="text" value="Enter Text"/>
<b>Details of Appeal:</b>	<input type="text" value="Enter Text"/>
<b>Have you discussed this with your Assessor ?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>How would you like to see this matter resolved?</b>	<input type="text" value="Enter Text"/>

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**Suggestion Details**

**Detail of Suggestion:**

Enter Text

**Declaration**

I have read and understood the Cornzal Workforce Development Complaints and Appeals Policy and I declare that the complainant may be contacted in an attempt to resolve the issue. I agree that Cornzal Workforce Development may conduct independent evaluation checks and that I may be requested to submit further information upon request or attend a meeting to discuss this matter.

**Student Signature:**

**Date:** Enter Text

**Once this form is completed, please return to Cornzal Workforce Development.**

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**VERSION CONTROL**

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
19/12/2022	Document Creation	Admin Cornzal	v. 1.0	Date 19/12/2022	Date 19/12/2023

RTO INFORMATION	
<b>Document Name</b>	Appeals Lodgement Form
<b>RTO/Company Name</b>	Cornzal Workforce Development
<b>RTO Code</b>	31663
<b>Manager</b>	Quality and Compliance Manager