

This form is designed to assist with lodging a complaint/grievance appeal.

If a satisfactory outcome **cannot** be reached after lodging a complaint/grievance, the matter may be appealed in writing by:

- Completing this form; or
- Composing a letter with the full details for the grounds for appeal; or
- Submitting an email/fax with the full details for the grounds of appeal.

To lodge in person:

CBD Campus: Level 14, 459 Little Collins Street, Melbourne Vic 3000

Knox Campus: Level 2, 2 Capital City Boulevard, Wantirna South Vic 3152

To mail details post to:

CBD Campus: Level 14, 459 Little Collins Street, Melbourne Vic 3000

Knox Campus: PO Box 4316 Knox City Centre Vic 3152

Email details to [info@skillstraining.vic.edu.au](mailto:info@skillstraining.vic.edu.au)

### Section 1 – To appeal a decision made

| Student Details (student to complete):                                   |  |
|--|--|
| Date:  |  |
| Student Name:  |  |
| Student Number (if applicable):  |  |
| Student to complete  |  |
| Appeals process – please provide specific details for grounds of appeal: |  |
|  |  |

I declare that the information provided is true and accurate

Student Signature:

Date of Appeal:

**Section 2 – Appeals Review**

Skills Training Australia Delegate to complete  
Follow-up investigation and determination of appeal:

Appeal review conducted by:

Name:

Position:

Signature:

Date Complainant advised of outcome