



SS03 Complaints and Appeals Form

The following is a cover sheet to support your complaint or appeal. It is to outline your complaint / appeal and you are to attach any supporting documentation.

Indicate what your grievance is:

Complaint

Initial notification of an issue that has occurred

Appeal

A complaint against a decision that has been made by the RTO or an assessment decision

Date of submission:	
Name of Complainant:	
Group no.	
Relates to:	
Detailed Description Of Complaint: (Include an outline of your complaint with details of dates and people involved, you may include additional pages if more space is required.)	
Signature:	
Date:	