

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Complaints/Appeals Form	01/02/2024 v3		

Complaints/Appeals Form

AJL Training Staff

- ☐ Management
- ☐ Trainer/Assessor
- ☐ Administration

The Participant

- ☐ Harassment
- ☐ Appeal

AJL Training

- ☐ Facilities
 - ☐ Resources
 - ☐ Other

Third parties (please specify)

- □

Students Name:

Details of Complaint/Appeal (Attach documentation or complete this section)This image shows a full page of white paper with horizontal dashed lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



PTY LTD

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Participant's Signature: _____ Date: _____

[illegible]

Signature: _____

Date: _____

NB – If the complaint/appeal is considered to take more than 60 calendar days, then the organisation will inform the complainant/appellant in writing and include reasons. The organisation will continue to keep the complainant/appellant informed of the progress.

(Please tick)

- ☐ Trainer/assessor/another person acknowledged complaint.
- ☐ Verified and signed by the Training Manager or nominee.
- ☐ Participant advised in writing - (Please give details below of person advising the participant)

Name of person: _____

DATE: _____

Number of days taken to resolve the issue _____