

APPEALS LODGEMENT FORM

SECTION 1 – PERSONAL DETAILS

Name:			
Address:		Post Code:	
Email:		Contact Number:	

SECTION 2 – COURSE DETAILS

Code/Title:		Date:	/ /
Assessor Name:			
Task:			

SECTION 3 – APPEAL DETAILS

Please tick the area relating to your grounds for appeal:	
<input type="checkbox"/> Incorrect assessment decision <input type="checkbox"/> Bias of the assessor <input type="checkbox"/> Appropriateness of assessor <input type="checkbox"/> Incorrect information provided regarding assessment	<input type="checkbox"/> Inappropriate assessment task/process <input type="checkbox"/> Faulty, inappropriate or lack of equipment <input type="checkbox"/> Inappropriate assessment conditions <input type="checkbox"/> Other: (please specify)
Please outline the situation for your appeal:	
Appeal discussed with the Assessor : <input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION 4 – DECLARATION

I have read and understood the Atwea College Appeals Policy. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however should my appeal be successful I will receive a full refund of this fee.	
Signature :	<div></div> <div>Date:</div> <div>/ /</div>

Please either provide your hard copy Appeals Lodgement Form to your Training Coordinator or email directly to appeals@atwea.edu.au

Operations Use Only				
<input type="checkbox"/> Appeal Form Received	Initial		Date:	/ /
<input type="checkbox"/> Appeal Lodgement recorded (Register)	Initial		Date:	/ /
<input type="checkbox"/> Acknowledgement sent	Initial		Date:	/ /
<input type="checkbox"/> Appeal Forwarded to RTO Manager	Initial		Date:	/ /