



Assessment Appeals

General Information

A fair and impartial appeals process is available to all participants. If you wish to appeal an assessment outcome, you are encouraged to first discuss the issue with your Trainer/Assessor. If you are still not satisfied with the outcome you can proceed with the Assessment Appeals process by completing this form.

All appeals are recorded in writing and the result of the appeal process will also be communicated to you in writing, including reasons for the decision made.

Name	DOB
Phone:	
Email:	
Course enrolled:	Start Date:

Complete the following to indicate the decisions against which you wish to appeal.

<i>Unit code and title</i>	<i>Summary of the reasons for your appeal</i>	<i>Office Use Only</i>	
		<i>Assessor comments</i>	<i>Original Assessment Decision</i>

Signature	Date:
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Office Use Only

HIA Training Representative

Date received: ____________

Has the Training Manager been notified? Yes No

Has an acknowledgement letter been sent out? Yes No

Has this Appeal been recorded in the Complaints Register Yes No

Signature

Training Manager

Date received: ____________

Has the assessment decision been reviewed? Yes No

Has the original assessment decision been upheld? Yes No

If no, what further action is required?

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Has the above action been taken? Yes No

Has the student been notified of the outcome of the Appeal? Yes No

Has the Validation Register been updated? Yes No

Has the Complaints Register been updated with final Outcome Yes No

Sign only when fully resolved

Signature