

# Complaints Handling Form

<b>Surname:</b>		<b>Title:</b>	
<b>First Given Name:</b>			
<b>Course title:</b>			
<b>Trainer / Assessor:</b>			
<b>Date of occurrence:</b>			
<b>Reason for your submission:</b>			
<b>Occurrences leading up to this submission:</b>			
<b>What outcomes are you seeking or expect?</b>			
<b>Can we improve our system to avoid these situations in the future?</b>			

By signing this form, I certify that the information provided is true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Australian Employment Training	Version:1	Date Implemented: 01/2023
Complaints Handling Form	Page 1 of 1	Review Date: 10/2024
TOID: 22733	CEO Approval	Ashley Rohamally