

Future Institute of Australia

(Provider No 41339)

Appeal Form



Date: _____

Name: _____ Organisation: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Name of Trainer/Assessor: _____

Title of Course: _____

Date of Course: _____ Date of Assessment: _____

A **complaint** is an expression of dissatisfaction with an action, product or service
An **appeal** disputes a decision made by the RTO. It may be an assessment decision or any other aspect of the RTO's operations

I wish to lodge an appeal (Please tick✓)

(NB: If you want to lodge a complaint, please use the Complaint Form).

Describe the appeal (eg. please state the relevant assessment criteria or Unit of Competency.)

Please outline the reason/s for your appeal:

Please outline the proposed outcomes sought:

Can we improve our system to avoid these situations in the future:

Please submit this form to: Director Operations and Compliance at admin@futureinstitute.com.au

Office Use Only:

Director Operations and Compliance:

I acknowledge receipt of this appeal and understand the content/nature of the appeal.

Signed: _____

Date: _____