

This **F-102.4 Appeals Form** is for use by students who wish to appeal an assessment decision.

**Information to the Student**

- Before you lodge an appeal, please have an initial discussion with your assessor.
- Appeals must be submitted in writing, on this form, and must be made within **FOURTEEN (14)** days of receiving notification of the assessment decision.
- Appeals must be submitted to the Compliance Team by email: [complaints@tracmin.com.au](mailto:complaints@tracmin.com.au)
- You will receive acknowledgement of your lodged appeal within **THREE (3)** working days of the Compliance Team receiving your appeal.
- You may be asked to provide further information to support your appeal as it is investigated.
- In most cases, your appeal will be finalised within **TWENTY (20)** calendar days of the acknowledgement of your appeal. In cases where the review of your appeal takes longer than **SIXTY (60)** calendar days, you will be informed in writing explaining the delay in providing an outcome.
- A formal, written response will be provided for all appeals.

Section A – Student Details			
First Name		Surname	
Student ID		Date of Birth	
Phone		Mobile	
Email Address			
Postal Address			
Suburb		State	Post Code
Section B – Course Details			
Qualification Code		Qualification Name	
Please list the unit/s of competency this appeal relates to below.			
Unit Code		Unit Name	
Unit Code		Unit Name	
Unit Code		Unit Name	
Section C – Appeal Details			
Have you previously tried to resolve this matter with the appropriate assessor prior to lodging this appeal?	Yes / No (Please circle)		
If yes, what was the assessor's name?			
Have you reported your issue with any other person/organisation?	Yes / No (Please circle)		
If yes, to who did you report this issue to?			
Name		Organisation	

**Section C: Appeal Details (Cont.)**

**Appeal Summary.** Please summarise the events which have resulted in you lodging this appeal. If necessary, attach an extra page to provide additional information. Any supporting documentation should also be provided.

*(Please provide copies only, originals will not be returned)*

**Attach any supporting documentation and list it here:**

**Section D – Privacy statement and student declaration**

Personal information collected by the RTO is protected by the Privacy Act 1988. 'Personal information' is any information that can be used to identify you. The RTO will only use the information provided on this form to resolve your appeal. The RTO may provide the information to other parties within the organisation that may have relevant information to your appeal so that it can be managed fairly. No personal information will be disclosed to any person or party outside The RTO without your permission, unless required so by law.

**Student Declaration** *(To be completed by the parent/guardian if student is under 18 years of age)*

By signing this declaration, I <insert name> \_\_\_\_\_ verify that:

1. The above information is true and accurate, and I have not provided false or misleading information; and
2. I understand and accept the privacy statement above.

**Student Signature** *(or parent/guardian if student is under 18 years of age)*

**Date**

**OFFICE USE: This F-102.4 Appeals Form is to be appended to the Student Record in aXcelerate and all notes re this appeal.**