

Beaudesert State High School

PO Box 104 Beaudesert QLD 4285

Phone: (07) 5542 9111

admin@beaudesertshs.eq.edu.au

<https://beaudesertshs.eq.edu.au>



Complaints and Appeals Form

Section 1: Your Details		
Date:		
Your Name:		
Contact Details:	Phone: Address: Email Address:	
Section 2: Third Party Details & Consent Confirmation		
Are you lodging this complaint or appeal on behalf of another person? <i>If you answer no, please move to section three.</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of affected individual:		
What is their relationship to you?		
Has the individual consented to you lodging this complaint or appeal on their behalf?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 3: Concern Details		
Please indicate if the form is being completed for a complaint or appeal; then indicate the type of complaint or appeal. You may attach additional pages and supporting information as needed		
<input type="checkbox"/> Complaint		<input type="checkbox"/> Appeal
<input type="checkbox"/> Staff Conduct or Student Protection	<input type="checkbox"/> Final Assessment Decision	
<input type="checkbox"/> Student Conduct	<input type="checkbox"/> Final Competency Decision	
<input type="checkbox"/> Administrative (ie.non-issuance of Certificate)	<input type="checkbox"/> Financial (non refund)	
<input type="checkbox"/> Quality Training	<input type="checkbox"/> Other	
<input type="checkbox"/> Other		
If Other please describe:		
Section 4: Training Details		
Name of Qualification:		
Name of Trainer:		
Date of Occurance:		

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Section 5: Details of Complaint or Appeal	
Reason for Complaint/Appeal:	
Steps taken prior to submitting complaint or appeal:	
Outcomes you are seeking from this process:	
Section 6: Acknowledgement and Declaration	
I declare that the information I have provided is true and correct to the best of my knowledge. I understand that this complaint or appeal will be managed in accordance with Beaudesert State High School's Complaints and Appeals Policy.	
Name in full:	
Signature:	
Date:	