

# 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

<b>Section 1: Your Details</b>		
Date:		
Your Name:		
Contact Details:	Phone: Address: Email Address:	
<b>Section 2: Third Party Details &amp; Consent Confirmation</b>		
Are you lodging this complaint or appeal on behalf of another person? <i>If you answer no, please move to section three.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of affected individual:</b> <b>What is their relationship to you?</b>		
Has the individual consented to you lodging this complaint or appeal on their behalf?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section 3: Concern Details</b>		
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"/> <b>Complaint</b>	<input type="checkbox"/> <b>Appeal</b>	
<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:		
<b>Section 4: Training Details</b>		
Name of Qualification:		
Name of Trainer:		
Date of Occurrence:		

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<b>Section 5: Details of Complaint or Appeal</b>	
Reason for Complaint/Appeal:	
Steps taken prior to submitting complaint or appeal:	
Outcomes you are seeking from this process:	
<b>Section 6: Acknowledgement and Declaration</b>	
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:	