

6. Student Information

Westvic Staffing Solutions is collecting this information to assist us in resolving your appeal. We will keep your personal information confidential as far as is possible. However, there may be some circumstances when your personal information will need to be provided to others as part of the process of addressing your appeal. Personal information may also be released under the provision of the Privacy Act 1988 and may be subject to release under the Freedom of Information Act. 1989. We will keep this form as part of our records. Westvic Staffing Solutions collects, manager, uses and discloses personal information under the requirements of the Privacy Act 1988.

7. INTERNAL USE ONLY

Appeal Received:

Recorded in Student Appeals Register:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Acknowledgement to student provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Training Services Manager:		Signed:

Assigned to:

Trainer / Assessor:		Signed:
Other / Admin Staff:		Signed:

Meeting or action items:

Details:		
Schedule	Place:	Date:
Staff involved:		
Complaint / Appeal Detail:		
Action Items:		
Action Items Assigned to:		

Resolutions and Recommendations:

Proposed improvements based on complaint / appeal:

Response:

Response provided to student:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Achieved expected outcomes:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, appeal date is set
Appeal Date (if required):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Training Services Manager:	Signed:	Date: