

TSF 416 Student Academic Appeals Application

- In the first instance students wishing to make an appeal are encouraged to have their concerns handled in an informal way. If this is not able to be achieved, or the student wishes to pursue a more formal path, please review the following points when using this form.
- An academic appeal must be made in writing and specify the particulars of the decision or finding in dispute.
- This appeal application form is to be completed in line with the Westvic Staffing Solutions Appeals Policy and Procedure. It is recommended that students refer to the resources located on the Westvic Staffing Solutions website under Student Information, prior to completion and lodgement
- Appeals must be lodged within 28 days of when the academic decision or finding is communicated to the student.
- All appeals will be dealt with appropriately and given the attention required to ensure that it is acted upon with due diligence.

1.	Student Details							
	Surname:		Date of I	of birth: / /				
	First Name:	Middle Name:	Email:					
	Phone No.:	Mobile:	SMS No.:			[OFFICE USE ONLY]		
	Employer / Workplace:		Appeals F	Register No.:		[OFFICE USE ONLY]		
2.	Course Information							
	Course Code (8 Digit):		Location	າ:				
	Course Title:							
3.	. Nature of Appeal							
	(please provide details of the appeal including							
			(PI	ease attach s	eparate	sheet if required)		
4.	4. What outcomes are you seeking?							
	(please indicate what you hope to achieve as a result of this process)							
			(PI	ease attach s	eparate	sheet if required)		
5.	Student Confirmation							
	Signed (Student):			Date:				
	The completed form can be forwarded to the Westvic Staffing Solutions Training Department via:							

The completed form can be forwarded to the Westvic Staffing Solutions Training Department via:

Post: "Confidential Student Appeals", Westvic Staffing Solutions Training Department PO Box 933 Warrnambool VIC 3280

Email: training@westvic.org.au, please attach scanned copy of completed form and mark as "Confidential – Student Appeals"

Thank you for taking the time to complete the application and provide required details; we will contact you regarding this application in due course.

190 Koroit St | PO Box 933 Warrnambool VIC 3280 | P. 03 5561 9000 F. 03 5562 1858 E. training@westvic.org.au | ABN 56 307 226 283 | National Provider No. 4184

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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:	☐ Yes ☐ No	Date:						
Acknowledgement to student provided:	□ Yes □ 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:	□ Yes □ No	Date:						
Achieved expected outcomes:	□ Yes □ No	If No, appeal date is set						
Appeal Date (if required):	□ Yes □ No	Date:						
Training Services Manager:	Signed:	Date:						
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