

Appeals Lodgement Form			Appeals No.	
<b>SECTION 1 – Personal Details</b>				
<b>Name:</b>		<b>Title:</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs
			<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
<b>Address:</b>		<b>Post Code:</b>		
<b>Email:</b>		<b>Tel/ Mobile:</b>		
<b>SECTION 2 – Course / Unit/ Module Details</b>				
<b>Code/Title :</b>		<b>Date:</b>	/	/
<b>Assessor:</b>				
<b>Task:</b>				
<b>SECTION 3 – Appellant Declaration</b>				
I have read and understood the Training For Me Appeals Policy and acknowledge that Training For Me will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however should my appeal be successful I will receive a full refund of this fee.				
<b>Signature :</b>		<b>Date:</b>	/	/
<b>SECTION 4 – Appeal Details</b>				
Please tick the area relating to your grounds for appeal:				
<input type="checkbox"/> Incorrect assessment decision	<input type="checkbox"/> Inappropriate assessment task/process			
<input type="checkbox"/> Bias of the assessor	<input type="checkbox"/> Faulty, inappropriate or lack of equipment			
<input type="checkbox"/> Lack of competence of assessor	<input type="checkbox"/> Inappropriate assessment conditions			
<input type="checkbox"/> Incorrect information provided regarding assessment				
Please outline the situation for your appeal:				
Appeal discussed with the Assessor :	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Appeal has been successfully resolved:	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
<b>Admin Use Only</b>				
<input type="checkbox"/> Appeal Form Received (Admin)	<b>Initial</b>		<b>Date:</b>	/ /
<input type="checkbox"/> Appeal Lodgement recorded (Register)	<b>Initial</b>		<b>Date:</b>	/ /
<input type="checkbox"/> Letter of Acknowledgement sent	<b>Initial</b>		<b>Date:</b>	/ /
<input type="checkbox"/> Appeal Forwarded to Director	<b>Initial</b>		<b>Date:</b>	/ /
<b>Note: Use "Appeals Progress Form" to record further actions regarding this Appeal</b>				