



Student Complaints Form

1. Students are advised to refer to the Student Complaints and Appeals Policy and Procedure prior to the lodgement of this form at the reception skillset training Hampstead road Maidstone Vic 3012 www.skillsettraining.edu.au
2. This form should be completed by the student with all the required details and submitted in person at 14, 44 Hampstead road Maidstone or via email to: info@skillset.net.au

Student Full Name: _____

Student ID: ST _____

Mobile: _____

Email _____

Please answer

- Are you a current student yes/no? if yes
 1. Have you discussed this issue with anyone in the college? If yes, please provide detail

- Are you past student? yes/no if yes year of study

 1. Have you raised this complaint during your study time? Yes/No. If yes what was the outcome?
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.....
.....

Please tick the appropriate box below

Course: Certificate IV in Engineering Diploma in leadership and management Advance Diploma in Leadership and management Advance Diploma in Building and construction
Year Of enrolment From 20..... to 20.....

Tick the box related to your complaint:

Skillset Training
RTO:41436 Cricos: 03588J
www.skillsettraining.edu.au
ph.: 0393173597
14/ 44 Hampstead Road Maidstone vic 3012



- Assessment Learning
- Other Academic Resources and Facilities
- Course Deferral/Suspension/Withdrawal
- Other:

Describe the nature of the complaint. Ensure you attach any relevant evidence to this form

Please note Appeals must be lodged within 7 days of initial result being determined.

Student signature: _____ Date: ____/____/____

OFFICE USE ONLY

Date received: ____/____/____ Date of outcome to student: _____