

**Complaints and Appeals Form**

*Once you have completed the complaints and appeals form, please email it to* [*VET@loganleashs.eq.edu.au*](mailto:VET@loganleashs.eq.edu.au) *with the subject ATTN: Complaints Officer*

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| **Section 1: Your Information** | |
| **Full Name:** |  |
| **Email:** |  |
| **Date:** |  |

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| --- | --- | --- | --- |
| **Section 2: Third Party Details and Consent Confirmation** | | | |
| Are you lodging this complaint or appeal on behalf of another person?  *If you answer no, please move to section three.* | | **YES** | **NO** |
| **Name of affected individual:** |  | | |
| **What is their relationship to you?** |  | | |
| Has the individual consented to you lodging this complaint or appeal on their behalf? | | | **YES** | **NO** |

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| **Section 3: Concern Details**  *Please indicate if the form is being completed for a complaint or appeal; then indicate the type of complaint or appeal.* | | |
| Complaint | | Appeal |
| Staff Conduct or Student Protection | | Final Assessment Decision |
| Student Conduct | | Final Competency Decision |
| Administrative (i.e. non-issuance of certificate) | | Financial (e.g. non-refund of subject levy) |
| Quality of Training | | Other |
| Other | |
| **If other, please describe:** |  | |

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| **Section 4: Training Details** | |
| **Name of Qualification:** |  |
| **Name of Person (if relating to a staff or student conduct):** |  |
| **Date(s) of Occurrence:** |  |

|  |  |
| --- | --- |
| **Section 5: Details of Complaint or Appeal** | |
| **Reason for complaint or appeal:** |  |
| **Steps taken prior to submitting complaint or appeal:** |  |
| **Outcomes you are seeking from this process:** |  |

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| **Section 6: Acknowledgement and Declaration** | |
|  | 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 Loganlea State High School's Complaints and Appeals Policy. |
| **Signature:** |  |
| **Date:** |  |

**Privacy Notice:**  
 The information collected in this form will be used solely for the purpose of investigating and resolving your complaint or appeal. It will be kept confidential and only shared with relevant parties involved in the resolution process in accordance with the school's privacy policy.