

# Complaints and Appeals Form

Communicare RTO (50548) is committed to providing high quality services and meeting your needs. We value your feedback including complaints and appeals. Please let us know where we can improve our services. Communicare is committed to protecting your privacy. We collect and handle personal information that you provide on this feedback form for the purpose of investigating and responding.

**Complaint**

**Appeal**

## Your details

<b>Name</b>		<b>Mobile</b>	
<b>Address</b>		<b>Email</b>	
<b>Program/Course</b>			

## Details

Please describe your complaint or appeal, including as much information as possible including relevant dates and persons involved. Provide any supporting evidence where possible.		
What would you like the outcome of this complaint or appeal to be?		
Have you discussed the complaint/appeal with your Trainer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you attached evidence to support your complaint/appeal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you like to have a meeting with the RTO Manager?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Declaration

I declare that the information provided by me to the best of my knowledge is accurate and truthful and can be used to investigate the complaint or appeal.

<b>Signature</b>		<b>Date</b>	
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