

Appeal Management Form

If you would like to discuss our training or service delivery, you are encouraged to contact a GOTAFE staff member or trainer who will attempt to resolve any concerns immediately. You may also raise an appeal through our website: <https://www.gotafe.vic.edu.au/about-us/contact/feedback>.

A copy of our *Feedback, Complaints and Appeals Management Framework* is also available through our website at the link above or may be obtained by request.

All completed forms should be submitted by email to feedback@gotafe.vic.edu.au or addressed to the Feedback Coordinator and submitted in person at any of our campuses or by post to:

Feedback Coordinator
c/o GOTAFE
152-200 Fryers Street
Shepparton VIC 3630

SECTION A: APPELLANT DETAILS	
First Name	
Last Name	
How would you identify your relationship with GOTAFE?	<input type="checkbox"/> Current Student <input type="checkbox"/> Past Student <input type="checkbox"/> Parent or Carer of a Student <input type="checkbox"/> Employer <input type="checkbox"/> GOTAFE Staff Member <input type="checkbox"/> Contractor <input type="checkbox"/> Other
Relevant contact details for how we can provide you with details of the complaint resolution.	
SECTION B: APPEAL DETAILS	
What does your appeal relate to? (please tick)	<input type="checkbox"/> Outcome of a complaint investigation <input type="checkbox"/> Assessment decision <input type="checkbox"/> Sanction relating to academic progress or attendance <input type="checkbox"/> Other
GOTAFE reference number (if known)	
Student ID (if relevant)	
Further details of what your appeal relates to (if necessary)	
SECTION C: OUTCOME	
What is the outcome you are seeking?	

SECTION D: DETAILS OF YOUR APPEAL

Please provide details of your appeal and the grounds on which you would like the decision to be reviewed. Include as much detail as possible.

SECTION E: ATTACHMENTS

Please attach any supporting documents.

DECLARATION

1. I confirm that the information provided in this form is true and correct
2. I confirm that I have read and agree to the GOTAFE Privacy Notice

AUTHORISATION

Appellant Signature		Date:	
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PRIVACY COLLECTION NOTICE

Goulburn Ovens Institute of Technical And Further Education (GOTAFE) (ABN 33 549 081 413) is collecting your personal information provided on this form for the purpose of investigating an appeal. We use, disclose and handle your personal information in accordance with our Privacy Policy [<https://www.gotafe.vic.edu.au/about-us/legal-privacy>], and will only collect personal information that is relevant to, and necessary for, your request. We will not disclose your personal information to a third party for any reason other than for the primary purpose that it was collected, unless for a lawful secondary purpose. A list of lawful secondary purposes is contained in our Privacy Policy [<https://www.gotafe.vic.edu.au/about-us/legal-privacy>]. Upon request, we will grant you access to your personal information, and if appropriate the requested information will be provided to you within 45 days of us receiving the request. Our Privacy Policy [<https://www.gotafe.vic.edu.au/about-us/legal-privacy>] also contains the contact details of our Privacy Officer and how you can seek access to and correct your personal information or raise a privacy concern with us.

A hard copy of the Privacy Policy is available by request.