

Appeals Lodgement Form				Appeals No.	
SECTION 1 – Personal Details					
Name:		Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
Address:			Post Code:		
Email:			Tel/ Mobile:		
SECTION 2 – Course / Unit/ Module Details					
Code/Title:			Date:	/ /	
Assessor:					
Task:					
SECTION 3 – Appellant Declaration					
I have read and understood the ACTIVE TRAINING Appeals Policy and acknowledge that ACTIVE TRAINING 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.					
Signature:			Date:	/ /	
SECTION 4 – Appeal Details					
Please tick the area relating to your grounds for appeal:					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Incorrect assessment decision <input type="checkbox"/> Bias of the assessor <input type="checkbox"/> Lack of competence of assessor <input type="checkbox"/> Incorrect information provided regarding assessment </div> <div style="width: 50%;"> <input type="checkbox"/> Inappropriate assessment task/process <input type="checkbox"/> Faulty, inappropriate or lack of equipment <input type="checkbox"/> Inappropriate assessment conditions </div> </div>					
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					
Admin Use Only					
<input type="checkbox"/> Appeal Form Received (Admin)	Initial		Date:	/ /	
<input type="checkbox"/> Appeal Lodgement recorded (Register)	Initial		Date:	/ /	
<input type="checkbox"/> Letter of Acknowledgement sent	Initial		Date:	/ /	

<input type="checkbox"/> Appeal Forwarded to CEO	Initial		Date:		/	/
Note: Use "Appeals Progress Form" to record further actions regarding this Appeal						