

Complaint Form

Relevant Policy

Please refer the [Complaints and Appeals Policy and Process](#) before filling out this form.

Process for Submitting a Formal Complaint

Please complete all sections on the form and attach supporting documents if any to support your complaints. Once you have completed this form, please email studentsupport@upskilled.edu.au.

Your Details

Complainant first name*:			
Complainant last name*:			
Mobile number*		Submission Date*: dd/mm/yyyy	
Email address*:			
Student first name* (if above is not the student):			
Student last name* (if above is not the student):			
Course name*:			
Case number assigned by Complainant (if applicable):			

*required

Details of Complaint

Please provide a detailed outline of your complaint including the name of Upskilled staff, dates and times that are relevant. If you run out of space, please use separate paper.

Proposed Resolution Strategies

Please advise how you would like Upskilled to resolve this complaint if the complaint is found to be valid. If you run out of space, please use separate paper.

<i>Document Name</i>	<i>Version</i>	<i>Approved</i>	<i>Policy Owner</i>	<i>Effective</i>	<i>Review</i>
<i>Complaint Form</i>	<i>4</i>	<i>CEO</i>	<i>National RTO Manager</i>	<i>01.02.2021</i>	<i>01.02.2021</i>
<i>RTO</i>	<i>RTO 40734 Upskilled Pty. Ltd ABN 14 125 906 676</i>				
<i>Version History</i>	<i>V1 – Initial Form 1.04.2009 V2 - Rebranding 19.09.2018 V3 – Significant changes V4 – Updated formatting</i>				