

Appeals Form

This form is to be completed by MiTraining students who wish to appeal a decision made on an assessment. Appeals must be lodged within 7 days of the initial assessment decision. Please refer to the MiTraining Appeals Policy and Procedure before completing this form.

Appeals made by a student under the age of 18 will require a parent or legal guardian to support the application.

Please return the completed form, together with additional supporting documentation, to support@mitraining.edu.au.

# Personal Details

|  |  |
| --- | --- |
| Full Name |  |
| Phone |  | USI |  |
| Email |  |

# Details of appeal

|  |  |
| --- | --- |
| Unit Code/Title |  |
| Assessor Name |  |
| Assessment Item Being Appealed |  |

Please select the reason for appeal:

[ ]  Incorrect Assessment Decision [ ]  Inappropriate Assessment Conditions

[ ]  Inappropriate Assessment Task/Process [ ]  Bias of the Assessor

[ ]  Incorrect Information Provided Regarding Assessment

[ ]  Notification of assessment results, issuing of certificates and/or Statements of Attainment

[ ]  Other

|  |  |
| --- | --- |
| Please detail the reason for your appeal |  |
| Outline steps taken prior to submitting your appeal |  |
| Outcomes you are seeking from the appeals process |  |
| Have you discussed your appeal with the Assessor? | [ ]  Yes [ ]  No |

# Declaration

I have read and understood the MiTraining Appeals Policy and Procedure and certify that the information provided is true and correct. I understand that I may be requested to provide further information or attend a meeting upon request to discuss my appeal further. I acknowledge that MiTraining will use an independent assessor to resolve this appeal and that I will be provided with the opportunity to present my case formally at an interview if I wish. Should the appeal progress to an external third party, I agree to pay the third-party fee applicable to the appeal, however, should my appeal be successful, I will receive a full refund of the fee.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Legal Guardian (if under 18 years of age)**

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name |  | Relationship |  |
| Signature |  | Date |  |

# MiTraining use only

|  |  |  |  |
| --- | --- | --- | --- |
| Appeal Recorded on Register | [ ]  | Appeal Number |  |
| Appeal Outcome |  [ ]  Successful [ ]  Unsuccessful |
| Name |  | Title/Position |  |
| Signature |  | Date |  |