

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](mailto: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 |  |