

# Assessment Appeal Form

## Information to the student

- Appeals should only be lodged to review an assessment decision that has previously been made.
- Appeals must be submitted in writing, on this form, and must be made within 28 days of receiving notification of the assessment decision.
- Appeals must be submitted to the State Manager.
- You will receive acknowledgement of your lodged appeal within 5 working days of Ashley Institute of Training (AIT) having received your appeal.
- AIT will finalise a response to your appeal within 21 days of acknowledging your appeal. A formal response in writing will be provided at this time.
- Applicants may be asked to provide further information to support the appeal.

Section A – Participant details					
Title		First Name		Surname	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female		Date of Birth	
Phone		Mobile		Email	
Home Address					
Suburb		State		Post Code	
Postal Address					
Suburb		State		Post Code	

Section B – Course details		
Please list the unit/s of competency this appeal relates to below.		
Unit Code		Unit Name
Unit Code		Unit Name
Unit Code		Unit Name
Unit Code		Unit Name
Unit Code		Unit Name
Unit Code		Unit Name

Section C – Appeal details	
Have you reported your issue with any other agency?	Yes / No
If yes, to whom did you report this issue?	
Have you previously appealed an assessment decision?	Yes / No
If yes, what was the outcome?	
Have you previously tried to resolve this matter with the appropriate trainer prior to lodging this appeal?	Yes / No
If yes, what was the trainer's name?	
<p><b>Appeal Summary.</b> Please summarise the events which have resulted in you lodging this appeal. If necessary, attach an extra page to provide additional information. Any supporting documentation should also be provided. (please provide copies only, originals will not be returned)</p>	

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## Section C – Privacy statement and student declaration

Personal information collected by Ashley Institute of Training (AIT) is protected by the Privacy Act 1988. 'Personal information' is any information that can be used to identify you.

AIT will only use the information provided on this form to resolve your appeal. AIT may provide the information to other parties within the organisation that may have relevant information to your appeal so that it can be managed fairly.

No personal information will be disclosed to any person or party outside AIT without your permission, unless required so by law.

For more information about your privacy, please visit the [www.ashleyinstitute.com.au](http://www.ashleyinstitute.com.au) or [www.oaic.gov.au](http://www.oaic.gov.au).

### Student Declaration

By signing this declaration, I \_\_\_\_\_ verify that:

1. The above information is true and accurate and I have not provided false or misleading information; and
2. I understand and accept the privacy statement above.

**Signature** (parent/guardian if under 18 years of age)

**Name**

**Date**