



Please ensure you read our Complaints Policy before completing this form. This policy can be found on our website or in the student handbook.

SECTION 1 – YOUR DETAILS

Name:

Telephone:

Email:

Unit or Course:

Trainer/Assessor:

SECTION 2 – YOUR COMPLAINT

Please provide full details of your complaint:



Complaints Form

Please provide full details of any action you have taken regarding this issue:

Please provide full details of how you would like to resolve this issue:

Signed:

Dated:

This document must be signed to commence the complaints process. An appropriate staff member from Worksite Training will contact you regarding your complaint. Please email this form to admin@worksitetraining.com.au or post/delivery to the address on our website.