



## Appeals Lodgement Form

<b>1. Appeal Number:</b>			
<b>Training Location:</b>		<b>Date:</b>	/ /
<b>2. Personal Details</b>			
<b>Name:</b>		<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
<b>Address:</b>		<b>Post Code:</b>	
<b>Email:</b>		<b>Mobile:</b>	
<b>3. SECTION 2 – Course / Unit/ Module Details</b>			
<b>Unit Code:</b>			
<b>Unit Title:</b>			
<b>Assessor:</b>			
<b>Task:</b>			
<b>4. SECTION 3 – Appellant Declaration</b>			
I have read and understood the ECB Training Services Appeals Policy and acknowledge that ECB Training Services will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however, should my appeal be successful I will receive a full refund of this fee.			
<b>Signature:</b>		<b>Date:</b>	/ /
<b>5. SECTION 4 – Appeal Details</b>			
Please tick the area relating to your grounds for appeal:			
<input type="checkbox"/> Incorrect assessment decision	<input type="checkbox"/> Inappropriate assessment task/process		
<input type="checkbox"/> Bias of the assessor	<input type="checkbox"/> Faulty, inappropriate or lack of equipment		
<input type="checkbox"/> Lack of competence of assessor	<input type="checkbox"/> Inappropriate assessment conditions		
<input type="checkbox"/> Incorrect information provided regarding assessment			



Please outline the situation for your appeal:

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Appeal discussed with the Assessor:  YES  NO

Appeal has been successfully resolved:  YES  NO

### 6. Initial Investigation Notes

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Name:

Signature:

### Admin Use Only

<input type="checkbox"/> Appeal Form Received (Admin)	<b>Initial</b>		<b>Date:</b>	/	/
<input type="checkbox"/> Appeal Lodgement recorded (Register)	<b>Initial</b>		<b>Date:</b>	/	/
<input type="checkbox"/> Letter of Acknowledgement sent	<b>Initial</b>		<b>Date:</b>	/	/
<input type="checkbox"/> Appeal Forwarded to Director	<b>Initial</b>		<b>Date:</b>	/	/

**Note: Use "Appeals Progress Form" to record further actions regarding this Appeal**

