

Submission Details:

Full Name: _____

Contact Phone Number: _____

Email Address: _____

Prior to submitting this form please ensure you read the Complaints and Appeals Policy and Procedure available here:

<http://www.buildingskills.com.au/fees-charges-policies-2/>

Complaint or Appeal:

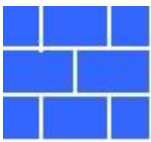
I am lodging a complaint I am requesting an appeal.

Details of incident or appeal:

Signature: _____

Date: ____/____/____

Please submit this form (completed and signed) to compliance@buildingskillscentre.com.au



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Office Use Only:

C/A Number: _____ Date Received: ____/____/____ Received By: _____

Contacted the Complainant/Appellant upon receipt of this form – Date contacted: ____/____/____

Details of investigation/actions:

Details of decision made and rationale behind the decision:

Communication with Complainant/Appellant:

Notified of decision made and rationale behind decision – Date contacted: ____/____/____

Completion Details:

Add details to Complaints and Appeals Register Submit (CIRs) where relevant

Evidence attached N/A Yes - Pages: _____

Completed By: _____ **Date:** ____/____/____