



Mitchelton State High School – 30400

VET Complaint Form

By completing this form you will be lodging a formal complaint. This form is to be used for any formal complaint proceedings including:

- Complaint regarding the conduct of a member of staff associated with the school RTO or other RTO staff
- Students enrolled with the RTO
- Any third party training provider services on behalf of the school RTO

This form must be lodged to the **Head of Department – Performance and Engagement**. Where the complaint is in relation to the Head of Department – Performance and Engagement, the form must be lodged with the **Principal**.

You will receive an email acknowledgment on receipt of this complaint from either the Head of Department – Senior Schooling or Director of Studies.

Name	
Email Address	
Contact Number	
Please provide details of your concern – Provide as much detail as possible	
Signature	
	Date

File location:

Version date: February 2018

Review date: December 2018

Approved: Shelley Bampton Principal

Ownership: Mitchelton State High School

Office Use Only

Received By		Appeal Number	
Date		Follow up Date	
Action Taken			
Possible Improvement based on reasons for appeal			