



Complaint Form

Students, staff or any stakeholder may lodge a complaint relating to CYTS, its trainers, assessors, other staff, students or any other third party providing services on CYTS's behalf. You will be notified if your appeal is to take longer than 30 days to process and advised of any progress.

Name: _____

Complaint Against CYTS Staff Student Volunteer Third party

Name of Staff/Student/Volunteer/Third party _____

Has the issue been discussed with the person you are lodging the complaint against? Yes No

Have you made any other attempts to resolve the issue Yes No. If Yes, please provide the details:

Details of the complaint

Please provide specific details of the complaint including date and time of occurrence, specific details of what was said and/or done and any relevant correspondence or other documentation.

Attach additional paper if required

Date: ` _____ Location: _____

Details: _____

Signature: _____

Date: _____

E:\webpage docs\Complaint Form V1.docx		Reference to Standards for RTOs 2015	6.1,6.2, 6.3, 6.4
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