

Appeals Lodgement Form (Assessment Only)

SECTION 1 – Personal Details		Appeals No.	
Name:		Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Address:		Post Code:	
Email:		Tel/ Mobile:	
SECTION 2 – Course / Unit/ Module Details			
Code/Title:		Date:	/ /
Assessor:			
Task:			
SECTION 3 – Appellant Declaration			
I have read and understood the Pioneer College Appeals Policy and acknowledge that Pioneer College 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.			
Signature:		Date:	/ /
SECTION 4 – Appeal Details			
Please tick the area relating to your grounds for appeal:			
<input type="checkbox"/> Incorrect assessment decision <input type="checkbox"/> Bias of the assessor <input type="checkbox"/> Lack of competence of assessor <input type="checkbox"/> Incorrect information provided regarding assessment		<input type="checkbox"/> Inappropriate assessment task/process <input type="checkbox"/> Faulty, inappropriate or lack of equipment <input type="checkbox"/> Inappropriate assessment conditions	
Please outline the situation for your appeal:			
Appeal discussed with the Assessor:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Appeal discussed with the Training Manager:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appeal has been successfully resolved:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Appeal Lodgement Form		RTO Code: 45763	CRICOS Code: 03956A
Version: 2.0	Approved: 03 May 2022	Review Date: 03 May 2023	Page 1 of 3

<input type="checkbox"/> Appeal Form Received (Admin)	Initial		Date:	/	/
<input type="checkbox"/> Appeal Lodgement recorded (SSO)	Initial		Date:	/	/
<input type="checkbox"/> Letter of Acknowledgement sent	Initial		Date:	/	/
<input type="checkbox"/> Appeal Forwarded to PEO/Principal	Initial		Date:	/	/
Note: Use "Appeals Progress Form" to record further actions regarding this Appeal					

Records of updates and changes

Version number	Issue date	Nature of Amendment
1.0	01/07/2020	Final version , submitted for registration
1.1	28/02/2022	Added RTO and Cricos code, adjusted header and footer,
2.0	03/05/2022	Changed RTO name