



## Request for Appeal of a Decision

### What is an appeal?

An appeal is an application by a student for reconsideration of an unfavourable assessment decision or finding during their time with AbSec Learning and Development Centre.

<b>Surname:</b>		<b>Title:</b>	
<b>First given name:</b>			
<b>Course title:</b>			
<b>Trainer / assessor:</b>			
<b>Date of decision:</b>			
<b>What was the decision?</b>			
<b>Reason for your request:</b>			
<b>Occurrences leading up to this request:</b>			
<b>What outcomes are you seeking or expecting?</b>			
<b>Can we improve our systems to avoid these situations in the future?</b>			

By signing this form, I certify that the information provided is true and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Office use only

Received by:

Date received:

Signature:

Dated logged in complaints/appeals register:

Outcome/resolution:

Name of designated head:

Date:

Signature:

Date informed to student:

Improvements identified (if any):