

If you wish to lodge an appeal to an assessment decision with *Essential Skills Training & Recruitment*, please complete this form and return it to our office. You will be contacted within 7 days of receipt of this form.

Appeals Policy: *Any client dissatisfied with any assessment decision has the opportunity to submit an appeal within 14 days of their assessment, using this Assessment Appeal Form.*

Name:

Date:

Qualification:

Contact No:

Please indicate the unit(s) of competency; _____

Please provide details of the issue; _____

Signature:

Date:

Please return this completed form to;

Essential Skills Training & Recruitment

PO Box 984, Hamilton NSW 2303

Fax: 1300 775 893

Email: info@essentialskills.com.au

OFFICE USE ONLY

Date received:

Received by:

All Assessment appeal forms are to forwarded to the CEO for attention

Assessment appeal form to be attached to Assessment appeal report with details of outcome