

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

Address: 17 Warabrook Boulevard WARABROOK NSW 2304

Postal Address: PO Box 984, Hamilton NSW 2303

Email: info@essentialskills.com.au

OFFICE USE ONLY

Date received: _____

Received by: _____

All Assessment appeal forms are to be forwarded to the Operations Manager for attention

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