

Complaints and Appeals Policy & Procedure

1. Policy

This policy/procedure supports Survive First Aid Pty Ltd to provide a process for complaints and appeals to be heard and actioned. All complaints and appeals received by Survive First Aid Pty Ltd will be viewed as an opportunity for improvement.

Despite all efforts of Survive First Aid Pty Ltd to provide satisfactory services to its students, complaints may arise that require formal resolution. The following procedures provide students the opportunity to have any issues relating to a substantiated complaint or appeal resolved and resolutions reached that attempt to satisfy all parties involved. This complaints and appeals process will be at no cost to the student (unless referred to a third party; see procedure for more details).

2. Procedure

The complaints and appeals 'policy and procedure' and 'relevant forms' are made available to all students and potential students through Survive First Aid Pty Ltd website, and within the student information handbook.

2.1 General Complaints

Where possible all non-formal attempts shall be made to resolve the issue. This may include advice, discussions, and general mediation in relation to the issue and the student's issue. Any staff member can be involved in this informal process to resolve issues but once a student has placed a formal complaint / appeal the following procedures must be followed:

- Any student, potential student, or third party may submit a formal complaint to Survive First Aid Pty Ltd with the reasonable expectation that all complaints will be treated with integrity and privacy. There is no cost for the complaints process unless it is referred to a third party
- Complainants have the right to access advice and support from independent external agencies/persons at any point of the complaint and appeals process. Use of external services will be at the complainant's costs unless authorised by the CEO
- Any person wishing to submit a formal complaint or appeal can do so by completing the 'Complaints and Appeals Form' and state their case providing as many details as possible. This form can be gained by contacting Student Administration / Support at Survive First Aid Pty Ltd, or through our website
- All formally submitted complaints or appeals are submitted to the Student Support Manager or directly to the CEO. Complaints are to include the following information:
 - Submission date of complaint
 - Name of complainant
 - Nature of complaint
 - Date of the event which lead to the complaint
 - Attachments (if applicable)
- Once a formal complaint is received it is to be entered into the 'Complaints and Appeals Register', which is monitored by the CEO regularly. The information to be contained and updated within the register is as follows:
 - Submission date of complaint
 - Name of complainant
 - Description of complaint/appeal
 - Determined Resolution
 - Date of Resolution
- A student may be assisted or accompanied by a support person regardless of the nature of the issue or complaint throughout the process at all times

- The CEO shall then refer the matter to the appropriate staff to resolve, or make a decision on the complaint within 10 working days and keep the complainant informed of any decisions or outcomes concluded, or processes in place to deal with the complaint
- Once a decision has been reached the CEO shall be required to inform all parties involved of any decisions or outcomes that are concluded in writing. Within the notification of the outcome of the formal complaint the students shall also be notified that they have the right of appeal. To appeal a decision Survive First Aid Pty Ltd must receive, in writing, grounds of the appeal. Students are referred to the appeals procedure
- The CEO shall ensure that Survive First Aid Pty Ltd will act immediately on any substantiated complaint. If the internal or any external complaint handling or appeal process results in a decision that supports the student, the registered provider must immediately implement any decision and/or corrective and preventative action that is required, and advise the student of the outcome
- Copies of all documentation, outcomes and further action required will be placed into the 'Complaints and Appeals Register' by the Student Support Manager and on the students file

2.2 Appealing a Decision

All students have the right to appeal decisions made by Survive First Aid Pty Ltd where reasonable grounds can be established. The areas in which a student may appeal a decision made by Survive First Aid Pty Ltd may include:

- Assessments conducted
- Deferral, suspension, or cancellation decisions made in relation to the student's enrolment
- Or any other conclusion/decision that is made after a complaint has been dealt with by Survive First Aid Pty Ltd in the first instance
- To activate the appeals process the student is to complete a 'Complaints and Appeals Form' which is to include a summary of the grounds the appeal is based upon. The reason the student feels the decision is unfair is to be clearly explained and help and support with this process can be gained from Student Administrations Department
- The CEO shall then determine the validity of the appeal and organise a meeting with all parties involved in the matter and attempt to seek resolution where appropriate
- The process for all formally lodged appeals will begin within 10 working days of the appeal being lodged
- The CEO shall ensure that Survive First Aid Pty Ltd acts on any substantiated appeal
- Where an appeal has been lodged it will be defined into one of the following categories and the appropriate procedures followed:

General Appeals

- Where a student has appealed a decision or outcome of a formal complaint they are required to notify Survive First Aid Pty Ltd in writing within 20 working days of the grounds of their appeal. Any supporting documentation should also be attached to the appeal
- The appeal shall be lodged through the Student Support Manager and they shall record the details of the appeal the 'Complaints and Appeals Register.
- The CEO will be notified and will seek details regarding the initial documentation of the complaint and make a decision based on the grounds of the appeal
- The student will be notified in writing of the outcome with reasons for the decisions, and the 'Complaints and Appeals Register' updated. The student will also be provided the option of activating the external appeals process if they are not satisfied with the outcome. The student is required to notify Survive First Aid Pty Ltd if they wish to proceed with the external appeals process

Assessment Appeals

- Where a student wishes to appeal an assessment they are required to notify their Trainer & Assessor in the first instance. Where appropriate the Trainer & Assessor may decide to re-assess the student to ensure a fair and equitable decision is gained. The Trainer & Assessor shall complete a written report regarding the re-assessment outlining the reasons why assessment was or was not granted
- If this is still not to the student's satisfaction, the student may formally lodge an appeal by submitting a written letter outlining their reasons for the appeal. They will lodge this with student administrations department and the appeal will be entered into the 'Complaints and Appeals Register'
- The CEO will be notified and will seek details from the Trainer & Assessor involved and any other relevant parties. A decision will be made regarding the appeal either indicating the assessment decision stands or details of a possible re-assessment by a 'third party'. The third party will be another Trainer & Assessor appointed by Survive First Aid Pty Ltd
- The student will be notified in writing of the outcome with reasons for the decision, and the 'Complaints and Appeals Register' updated. The student will also be provided the option of activating the external appeals process if they are not satisfied with the outcome. The student is required to notify Survive First Aid Pty Ltd if they wish to proceed with the external appeals process

External Appeals

If not satisfied with the decision in stage 2, the complainant may request that the matter be further reviewed by an external dispute resolution process, by the body appointed by Survive First Aid Pty Ltd for that purpose.

The details of this external body are as follows:

Dispute Resolution Centre of Victoria

Dispute Assessment Officer
Level 4, 456 Lonsdale Street
Melbourne VIC 3000
Tel: 9603 8370
<http://www.disputes.vic.gov.au/>

2.3 Further information

If a client (student or other client) is still dissatisfied with the decision of Survive First Aid Pty Ltd, they may wish to seek legal advice or place a complaint about Survive First Aid Pty Ltd to ASQA directly.

If, after Survive First Aid Pty Ltd internal complaints and appeals processes have been completed, you still believe Survive First Aid Pty Ltd is breaching or has breached its legal requirements, you can submit a complaint to ASQA by completing the "The Complaint about a training organisation operating under ASQA's jurisdiction" form. Except in exceptional circumstances, you must attach evidence to your complaint form showing:

- That you have followed Survive First Aid Pty Ltd formal complaints procedure, and
- Survive First Aid Pty Ltd response

ASQA's processes require you to identify yourself as a complainant, although you may request that your identity is kept confidential throughout any investigation that ASQA undertakes. Contact details for ASQA are:

Australian Skills Quality Authority

- Melbourne Level 6, 595 Collins Street
- Telephone: 1300 701 801
- Email: complaintsteam@asqa.gov.au

Website: www.asqa.gov.au