

APPEAL OF A DECISION FORM

Purpose

This form is used by students to formally lodge an appeal against a decision made by the Training Masters that affects their enrolment, assessment outcome, attendance, or compliance status. The appeals process is part of the College's commitment to procedural fairness and natural justice, ensuring students have access to a transparent, accessible, and timely review process in accordance with the Complaints and Appeals Policy and Procedure.

Instructions

1. Students must complete all sections of the form, clearly identifying the decision they are appealing, the reasons for the appeal, and the outcome they are seeking.
2. Appeals must be submitted within 20 working days of the student receiving the original decision.
3. The completed form can be submitted in person to the Administration Manager or via email to studentservices@tm.nsw.edu.au.
4. Upon receipt, the appeal will be acknowledged in writing and reviewed in accordance with the College's internal appeal procedures.
5. The outcome of the appeal will be communicated to the student in writing.
6. A copy of this form and associated outcome documentation will be retained on the student file and logged in the RTO's complaints and appeals register for monitoring and evaluation.

Name:		Student ID:	
Course:		Date:	
Appeal	Details of appeals – please tick ☐ Assessment outcome ☐ Attendance ☐ Notice of Intention to Report ☐ Notice of Intention to Cancel ☐ Other Note: Appeal must be lodged within 20 working days of initial result received.		

**TRAINING MASTERS PTY. LTD.**

RTO Code: 41479 | CRICOS Provider Code: 03510J | ABN: 72 611 635 128

Level 3, 84–86 Mary Street, Surry Hills NSW 2010, Australia

T: (02) 8278 7722 E: admissions@tm.nsw.edu.au W: www.tm.nsw.edu.au

What is the decision that you wish to appeal?	
What are the reasons for your request?	
What outcomes are you seeking or expect?	
Are there any areas in which we can improve our systems in the future?	
Student declaration: By signing this form, I certify that the information provided is true and correct. Signature: Date:	

Office Use Only			
Appeal outcome	☐ Successful ☐ Unsuccessful		
Detail action taken:			
Staff Name:			
Signature		Date	