Accredited Short Courses
Suite 18, 47-51 Little Boundary Rd
Laverton North VIC 3026
admin@accreditedshortcourses.com.au

Complaint Form

By *completing* this form, you will be submitting a formal complaint to Accredited Short Courses
We appreciate you taking the time to notify us of your concern. We value your feedback and hope to be able to resolve your complaint as soon as possible.
A written reply will be forwarded to you within 7 working days.

Name		**Date:**	
Email Address:		**Contact Number:**	
Street Address:			

Please tick the appropriate boxes	**Student / Learner**	**ASC Office Staff**	**ASC Trainer**	**ASC Training Partner**	
				Trainer	**Office Staff**
Complaint raised against:					
Complaint raised by:					

In the box below, please provide as much information as possible, and detail all aspects and concerns in full so a thorough review can take place. Extra information can be added along with this form if required.

Signature:	

OFFICE USE ONLY

Received by:		**Date:**	
Complaint Given to:		**Complaint Number:**	
Replied by:		**Replied Date:**	
Action Taken and Outcome:			
Improvement Required?			

Related Standard/s: Clause 5.2, 6.1-6.5