

Complaints and Appeals Policy

Document Control

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Complaints and Appeals Policy	January 2020/V1	CEO and/or nominee	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015 – Standard 6

Policy scope

The scope of this policy is all complaints and appeals received from students, trainers and assessors, staff and industry.

Policy purpose

The Complaints and Appeals Policy applies to all participants training at the organisation. For example, this includes complaints of harassment/discrimination and unfair treatment regarding conditions of training situations by the trainers, assessors, other staff, assessment outcome and/or work situations.

Policy statement

This also includes complaints made by supervisors in off-site training situations (where applicable) regarding unacceptable performance and/or inappropriate behaviour.

- The organisation will adopt the principles of natural justice and procedural fairness by informing those involved of the allegations; provide those involved with an opportunity to present their side of the matter and operate in a fair and unbiased way.
- All individuals have equal access to Complaints and Appeals processes and are entitled to fair and consistent treatment and confidentiality will be respected,
- Complaints are received in a positive manner, and the individual raising the grievance can expect to be taken seriously
- The organisation has a responsibility to protect an individual who raises a grievance in good faith including victimisation or unfair treatment
- Parties are encouraged to resolve complaints/appeals at their source or at the lowest level of management/intervention necessary with emphasis on conciliation
- Student will be given the opportunity to formally present their case and may have an appropriate support person present
- Complaints are to be dealt with promptly and the individual will be informed if the matter will take more than 60 calendar days to finalise and the reasons why. Individuals will be kept informed on a

regular basis.

- While the informal resolution of a grievance is the preferred option, it may not always be successful or practical,
- If the process results in a decision or recommendation in favour of the student, the RTO will immediately implement the decision or recommendation and/or take the preventive or corrective action required by the decision and advise student of that action.
- Where a complaint or an appeal cannot be resolved the Organisation will bring in an independent third party. For example, individuals or an appropriate organisation such as ACCC.

Submitting a Complaints and Appeals form

- An individual completes the Complaints and Appeals form
- Management acknowledges in writing the complaints/appeal received within seven (7) days
- Form is considered by management
- The complainant/appellant will be regularly updated, in writing, of the status on the complaint/appeal
- Issue and outcome/action must be documented on the form within 60 days.
- If longer than 60 days the complainant must be informed in writing of the reasons why and be provided with an estimated time to resolve.
- Outcome resolved and individual informed
- Individual has right of appeal
- External action is accessed, if required

The organisation will:

- Maintain all complaints/appeals documentation by reporting them through the RTO management meetings, minuting the actions and storing them on the network drive of the organisations system.
- Provide corrective action to eliminate or mitigate the likelihood of reoccurrence of all complaints/appeals after investigated and identification of causes.
- The right to make complaints and seek appeals of decisions does not affect the rights of a student to take any other allowable action under the Australian Consumer Law

Legislative/statutory requirements

- Standards for Registered Training Organisations (RTOs) 2015
- VET Quality Framework
- Fair Work

ASQA may impose a range of sanctions, conditions and penalties on registered training providers who do not comply with the national standards.

Associated documents

- Continuous Improvement Procedure
 - Validation Policy and Procedure
 - Training and Assessment Policy and Procedure
 - Meeting minutes template
 - File note template
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Measure of policy effectiveness

The effectiveness of this Policy will be measured by:

- Effective implementation of the Policy and related Procedures represented by provable focus on improvement by following the events placed in the calendar, related policy and procedure and whenever system errors are identified by other means.
 - Notations of improvement are to be recorded in the RTO management meeting minutes.
 - Outcomes from any internal or external audits, particularly any external audits conducted by ASQA.
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Induction

Refer to organisational and induction processes to confirm specific induction requirements related to this Policy.

Definitions/acronyms**ASQA**

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector.

Continuous Improvement

Means a planned and ongoing process that enables an RTO to systematically review and improve its policies, procedures, products and services in order to generate better outcomes for clients and to meet changing needs. It allows an RTO to constantly review its performance against the VET Quality Framework and to plan ongoing improvements to its performance.

Management Systems

Means the framework of policies and processes used to ensure that the organisation can achieve its objectives.

Partnering Organisation

Is an organisation that has entered into an agreement with the RTO to deliver training and/or assessment services on organisations behalf in accordance with the VET Quality Framework requirements.

Stakeholders

Means individuals or organisations affected by, or who may influence, the RTOs services but who are not directly involved in purchasing or using the RTOs services.

Standards for Registered Training Organisations (RTOs) 2015

The standards that apply to all NVR registered training organisations and which must be complied with at all times.

VET Quality Framework (VQF)

The framework aimed at achieving greater national consistency in the way providers are registered and monitored and in how standards in the vocational education and training (VET) sector are enforced.
