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| Appeals Lodgement Form |
| **SECTION 1 – Personal Details** |
| **Name**: |  | **Title**: | [ ]  | Mr | [ ]  |  Mrs | [ ]  |  Ms | [ ]  | Miss |
| **Address**: |  | **Post Code:** |  |
| **Email:** |  | **Tel/ Mobile:** |  |
| **SECTION 2 – Course / Unit/ Module Details** |
| **Code/Title** : |  | **Date:** |  / /  |
| **Assessor:** |  |
| **Task:** |  |
| **SECTION 3 – Appellant Declaration**  |
| I have read and understood the Illuminate Group Appeals Policy and acknowledge that Illuminate Group will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however should my appeal be successful I will receive a full refund of this fee. |
| **Signature** : |  | **Date:** |  / /  |
| **SECTION 4 – Appeal Details**  |
| Please tick the area relating to your grounds for appeal:  |
| [ ]  Incorrect assessment decision[ ]  Bias of the assessor[ ]  Lack of competence of assessor[ ]  Incorrect information provided regarding assessment | [ ]  Inappropriate assessment task/process[ ]  Faulty, inappropriate or lack of equipment[ ]  Inappropriate assessment conditions |
| Please outline the situation for your appeal:  |
|  |
| Appeal discussed with the Assessor : [ ]  YES [ ]  NOAppeal has been successfully resolved: [ ]  YES [ ]  NO |
| **Admin Use Only** |
|  | [ ]  Appeal Form Received (Admin) |  |  |  |  |
|  | [ ]  Appeal Lodgement recorded Basecamp – add following to do actions and then file lodgement onto student file:* Appeal discussed with trainer/assessor
* Letter/email of acknowledgement sent
* Independent assessor recruited
* Appellant interviewed
* Appeal outcome notified to all parties
* Appellant advised of external arbitration if applicable
* Appeal documentation filed on student file
* SMS updated if applicable
* Fees updated if applicable
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