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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  NO  Appeal 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 | |  | |  | | |  | | | |  | | | | |