



COMPLAINTS AND APPEALS POLICY & PROCEDURE

1. Policy

This policy/procedure supports AQTF 2007 Standards in providing a process for complaints and appeals to be heard and actioned where necessary.

Despite all efforts of Yorke Institute to provide satisfactory services to its students, complaints may occasionally arise that require formal resolution. The following procedures provide students the opportunity to have any issues relating to a substantiated complaint or appeal resolved and resolutions reached that attempt to satisfy all parties involved. This complaints and appeals process will be at no cost to the student.

2. Procedure

Informal process

Where possible all non-formal attempts shall be made to resolve the grievance. This may include advice, discussions, and general mediation in relation to the issue and the student's grievance. Any staff can be involved in this informal process to resolve issues but once a student has placed a formal complaint / appeal the following procedures must be followed.

2.1 General Complaints

- Any student, potential student, or third party may submit a formal complaint to Yorke Institute with the reasonable expectation that all complaints will be treated with integrity and privacy. There is no cost for the complaints process unless it is referred to a third party.
- A student wishing to submit a formal complaint or appeal can do so by completing the 'Complaints and Appeals Form' and state their case providing as many details as possible. This application form can be gained by downloading the form from the website: www.yorkeinstitute.com or contacting the Student Administration officer at Yorke Institute
- All formally submitted complaints or appeals are submitted to the Student Administration Officer. It is their responsibility to deal with the complaint in the first instance. Complaints are to include the following information:
 - Submission date of complaint
 - Name of complainant;
 - Nature of complaint ;
 - Date of the event which lead to the complaint
 - Attachments (if applicable);
- Once a formal complaint is received the Student Administration Officer is to complete the 'Office Use Only' section on the submitted 'Complaints and Appeals form.' This includes the documentation of the date the Student Administration Officer received the complaint/ appeal, the date and the name of the staff that is notified of the complaint/appeal, and the date the 'Complaints and Appeals Register is updated'.
- The specific information regarding the complaint/ appeal is to be documented in the 'Complaints and Appeals Register' by the Student Administration Officer and monitored by the RTO Manager regularly. The information to be contained and updated within the register is as follows:

- Submission date of complaint
 - Name of complainant;
 - Description of complaint / appeal
 - Determined Resolution; and
 - Date of Resolution.
- A student may be assisted or accompanied by a support person regardless of the nature of the grievance or complaint throughout the process at all times.
 - Once a complaint has been filed and logged in the 'Complaints and Appeals Register' the Student Administration Officer shall notify the RTO Manager of the complaint and provide any further documentation related to the matter.
 - Within 10 working days of the formal lodgement of the complaint/ appeal the Student Administration Officer shall ensure the process of addressing the complaint /appeal commences. The Student Administration Officer may refer the matter to the appropriate staff to resolve, or make a decision on the complaint ensuring that all reasonable measures are taken to finalise the process as soon as practicable. The Student Administration Officer is to keep the complainant informed of any decisions or outcomes concluded, or processes in place to deal with the complaint.
 - If the student chooses to access Yorke Institute's complaints and appeals process, Yorke Institute must maintain the students' enrolment while the complaint and appeals process is ongoing.
 - Once a decision has been reached the Student Administration Officer shall be required to inform all parties involved of any decisions or outcomes that are concluded in writing. Within the notification of the outcome of the formal complaint the students shall also be notified that they have the right of appeal. To appeal a decision Yorke Institute must receive, in writing, grounds of the appeal. Students are referred to the appeals procedure.
 - The Student Administration Officer shall ensure that Yorke Institute will act immediately on any substantiated complaint. If the internal or any external complaint handling or appeal process results in a decision that supports the student, the registered provider must immediately implement any decision and/or corrective and preventative action that is required, and advise the student of the outcome.
 - Copies of all documentation, outcomes and further action required will be placed into the 'complaints and appeals register' by the Student Administrations Officer and on the students file.

2.2 Appealing a Decision

All students have the right to appeal decisions made by Yorke Institute where reasonable grounds can be established. The areas in which a student may appeal a decision made by Yorke Institute may include:

- Assessments conducted
 - Suspension or cancellation decisions made in relation to the student's enrolment
 - Or any other conclusion / decision that is made after a complaint has been dealt with by Yorke Institute in the first instance.
- To activate the appeals process the student is to complete a 'Complaints and Appeals Form' which is to include a summary of the grounds the appeal is based upon. The reason the student

feels the decision is unfair is to be clearly explained and help and support with this process can be gained from student administrations officer.

- The Student Administrations Officer shall then determine the validity of the appeal and organise a meeting with all parties involved in the matter and attempt to seek resolution where appropriate.
- The process for all formally lodged appeals will begin within 10 working days of the appeal being lodged.
- The Student Administrations Office shall ensure that Yorke Institute acts on any substantiated appeal.
- Where an appeal has been lodged it will be defined into one of the following categories and the appropriate procedures followed:

General appeals

- Where a student has appealed a decision or outcome of a formal complaint they are required to notify Yorke Institute in writing within 20 working days of the grounds of their appeal. Any supporting documentation should also be attached to the appeal.
- The appeal shall be lodged through student administrations and the Student Administration Officer shall ensure the details of the appeal are added to the 'Complaints and Appeals Register'.
- The Student Administration Officer shall seek details regarding the initial documentation of the complaint and shall make a decision based on the grounds of the appeal.
- The student shall be notified in writing of the outcome with reasons for the decisions, and the 'Complaints and Appeals Register' updated. The student shall also be provided the option of activating the external appeals process if they are not satisfied with the outcome. The student is required to notify Yorke Institute if they wish to proceed with the external appeals process.

Assessment appeals

- Where a student wishes to appeal an assessment they are required to notify their assessor in the first instance. Where appropriate the assessor may decide to re-assess the student to ensure a fair and equitable decision is gained. The assessor shall complete a written report regarding the re-assessment outlining the reasons why assessment was or was not granted.
- If this is still not to the student's satisfaction the student shall formally lodge an appeal by submitting a written letter outlining their reasons for the appeal. They shall lodge this with student administrations department and the appeal shall be entered into the 'Complaints and Appeals Register'.
- The RTO Coordinator shall be notified and shall seek details from the assessor involved and any other relevant parties. A decision shall be made regarding the appeal either indicating the assessment decision stands or details of a possible re-assessment by a 'third party'. The third party shall be another assessor appointed by Yorke Institute.
- The student shall be notified in writing of the outcome with reasons for the decision, and the 'complaints and appeals register' updated. The student shall also be provided the option of

activating the external appeals process if they are not satisfied with the outcome. The student is required to notify Yorke Institute if they wish to proceed with the external appeals process.

Appealing deferrals, suspension or cancellation of enrolment decisions

- Where a student wishes to appeal a decision relating to suspension, or cancellation of their enrolment they are required to lodge, the completed Complaints and Appeals form, to the Student Administration Officer. The student should outline in detail why they believe the decision should be reviewed and should include any supporting documentation for their appeal.
- Once the appeal is lodged with the student administrations department, the appeal will be entered into the 'Complaints and Appeals Register'.
- The Student Administration Officer shall be notified and shall seek details regarding the initial documentation of the decision and shall make a decision based on the grounds of the appeal.
- The student shall be notified in writing of the outcome with reasons for the decision, and the 'complaints and appeals register' updated. The student shall also be provided the option of activating the external appeals process if they are not satisfied with the outcome. The student is required to notify Yorke Institute if they wish to proceed with the external appeals process.
- The Student Administration Officer shall ensure that Yorke Institute will act immediately on any substantiated appeal. If the internal or any external complaint handling or appeal process results in a decision that supports the student, the registered provider must immediately implement any decision and/or corrective and preventative action that is required, and advise the student of the outcome.

2.3 External Appeals

- If a student is still dissatisfied with the decision of Yorke Institute a student may wish to refer the matter to an external independent / third party mediator. Yorke Institute identifies Overseas Students Ombudsman as the only external independent body in reviewing any decisions or actions taken by Yorke Institute as a result of a student complaint or appeal.

Ombudsman:	Overseas Students Ombudsman (www.oso.gov.au). Phone:9am to 5pm Monday to Friday. In Australia, call: 1300 362 072 (calls from mobile phones at mobile phone rates). Outside Australia, call +61 2 6276 0111.
Contact point:	Online complaints can be made by completing the complaint form in the website: Overseas Students Ombudsman Email: overseas.students@ombudsman.gov.au Fax: 02 6276 0123. Outside Australia: +61 2 6276 0123. Mail: Overseas Students Ombudsman - GPO Box 442,Canberra ACT 2601,AUSTRALIA

Field Code Changed

The Overseas Students Ombudsman's services are free. Details on the process for submitting an application to appeal your decision is determined by the Ombudsman and the details and costs associated with the submission of an appeal is identified within their website www.oso.gov.au

- Yorke Institute will comply with the findings of the external appeals process
- Where a decision or outcome is in favour of the student Yorke Institute shall follow the required action and recommendation from the Ombudsman to satisfy the student's grievance as soon as practicable.
- The decision of the Ombudsman is final and any further action the student wishes to take is outside Yorke Institute's policies and procedures. The student shall be referred to the appropriate government agencies and this information can be gained from the Student Administration Officer

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