



SECTION 1 – Instructions

This form can be used by anyone who wishes to appeal against an assessment decision made by a ACCS trainer / assessor.

Before using this form, you are requested to contact ACCS to raise the matter informally. Our contact details are:

Telephone: 1300 833328

Email: accs@accs.edu.org

Should the matter not be dealt with to your satisfaction, you are invited to complete and lodge this form. The completed form may be emailed or mailed and marked for the attention of Business Development Manager of ACCS at one of the following addresses:

Email: accs@accs.edu.org

Mail: GPO Box 590, Brisbane Qld 4001

SECTION 2 – Your details

First Name:	Last Name:
Student No:	Email:
Ph Home: ()	Address:
Ph Work: ()	
Mobile:	
Preferred method of contact: <input type="checkbox"/> Home phone <input type="checkbox"/> Work phone <input type="checkbox"/> Mobile phone <input type="checkbox"/> Email <input type="checkbox"/> Mail	

SECTION 3 – Information about appeal

*Please provide a brief outline of your appeal
Please provide relevant dates, persons involved, and additional documents if relevant.*

What would you like the outcome of your appeal to be?



Have you already raised this matter informally with ACCS?

Yes/No

If YES, please indicate:

- Who did you raise the matter with?
- Approximately when did you raise the matter?
- How did you raise the matter (email, phone, face to face)

SECTION 4 – How to lodge your appeal

This form can be either mailed or emailed to ACCS. Please ensure that it is marked to the attention of the Business Development Manager.

Email: accs@accs.edu.org

Mail: GPO Box 590, Brisbane Qld 4001

SECTION 5 – What next

Upon receipt of this form the Business Development Manager of ACCS will begin an investigation of your appeal. This may include:

- Speaking with you
- Speaking with ACCS staff members, including, where appropriate, your trainer/assessor
- Seeking external advice

The Business Development Manager will endeavour to respond to your appeal in writing within 21 days of receipt.