

Appeals Record

Stage 1: (to be completed within 7 days of the appeal being lodged)

- Discussion with relevant trainer about the assessment result or process. The assessor will explain the reasons for the assessment and provide the evidence needed. If it is a case of more evidence being required, then the learner will be given the opportunity to gather the evidence or complete an assessment task again.

Name of appellant:

Name of assessor conducting Stage 1:

Date of appeal initiation:

Date of meeting:

Details of appeal:

Outcomes of discussion:

Has the appeal been resolved? No (continue to Stage 2) Yes (provide details below)

Appellant's signature: _____ *Date* _____

Assessor's signature _____ *Date* _____

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Stage 2: (to be completed within 7 days of the appeal progressing from Stage 1)

- If the learner still feels that they have a case for appeal, the appeal can be taken to the Managing Director or delegate of Learning Partnerships.
- The Director and another assessor will moderate the assessment tasks and outcomes and make independent assessments.
- If the assessment is different to that of the original assessor, the result will be altered and the assessment practice of the specific assessor be investigated.

Name of appellant:

Name of Director conducting Stage 2:

Date of Stage 2 initiation:

Date of meeting:

Details of appeal and outcomes so far:

Outcomes of independent assessments:

Outcomes of follow up discussion:

Has the appeal been resolved? No (continue to Stage 3) Yes (provide details below)

Appellant's signature: _____ *Date* _____

Director's signature _____ *Date* _____

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Stage 3: (to be completed within 7 days of the appeal progressing from Stage 2)

- If the learner still feels that they have a case for appeal, then an external moderation will be used. Learning Partnerships is part of a cluster of private providers and will send the information and assessment to an independent RTO for moderation.

Name of appellant:

Name of external RTO:

Name of external moderator:

Date of Stage 3 initiation:

Date of meeting:

Details of appeal and outcomes so far:

Details of external moderator's assessment:

Outcomes of follow up discussion:

Has the appeal been resolved? No (continue to Stage 4) Yes (provide details below)

Appellant's signature: _____ *Date* _____

External moderator's signature _____ *Date* _____

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Stage 4: (to be completed within 7 days of the appeal progressing from Stage 3)

- If the learner still feels that there is a case for appeal, then they will be directed to take their case up with the relevant Queensland Government Training Department or ASQA whichever Governing body is relevant.

Name of appellant:

Name and position of person dealing with the appeal within relevant State Government Training Department or ASQA:

Details of any discussion with relevant State Government Training Department/ASQA:

Outcomes of discussion:

Outcomes of appeal: