

Your feedback is important to us. The use of this form is optional – you may prefer to make contact by phone, email, by letter or in person.

Family Name:	Given Name/s:
Address:	Town: Post Code:
Telephone:	Email Address:
Submission Date:	Signature:
<p><b>Are you a:</b></p> <p><input type="checkbox"/> Student (Student number)..... <input type="checkbox"/> Employer of AAT students</p> <p><input type="checkbox"/> Parent or Caregiver (name of student).....</p> <p><input type="checkbox"/> Staff member <input type="checkbox"/> Other (please specify) .....</p>	

**Please indicate what you would like to do:**

- Complaint       Suggestion or compliment       Other – Please specify

**Complaint**

**Please give details of your complaint** (you may wish to attach further documentation)

**Have you discussed your matter with a staff member?**  Yes  No

If yes, please indicate who dealt with the matter.....

What was the result? .....

**If you are seeking a particular outcome, please give details**(you may wish to attach further documentation)

Your complaint will be handled via Australian Agricultural Training Complaint Handling Policy.

**Suggestions or Compliments**

**Other Feedback**

Please return completed form to:

Office Manager

Australian Agricultural Training

15 Colony Crescent

Dubbo 2830

Suggestions and compliments will be forwarded to relevant staff to allow appropriate action to be taken.

**Privacy Notice:** Australian Agricultural Training collects and stores personal information on our learners and industry clients. Australian Agricultural Training complies with the Privacy Act 1988 (Commonwealth). This policy describes how Australian Agricultural Training collects, manages, uses, discloses, protects, and disposes of personal information in accordance with the thirteen Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Office Use Only:

Date received:
Attachments were supplied: Yes      No
Recorded in Complaints and Appeals registry.      Date:
Office Manager Signature: