



Complaints and Appeals Handling Policy and Procedure

Document Type	Policy and Procedure
Standards for Registered Training Organisations 2025	Outcome Standards Quality Area 2: Student Support Focus Area: Feedback, complaints and appeals <i>Standard 2.7: Feedback and complaints management addresses concerns and informs continuous improvement of the NVR registered training organisation.</i> <i>Standard 2.8: Effective appeal processes are available to VET students where decisions of the NVR registered training organisation or a third party adversely affect the student.</i>
Skills Assure Supplier Policy 2025-28	Performance Standard 5 - Demonstrate professional and ethical standards of behaviour Performance Standard 6 - Comply with all funding terms and conditions
Skills Assure Supplier Agreement 2025-2028	Clause 19 Personal Information Complaints Management and Data Breaches
Skills Assure Supplier Audit Evidence Requirements 2025-28	Administration (Complaints and Disputes)
Legislation	National Vocational Education and Training Regulator Act 2011 Fair Work Act 2009 Age Discrimination Act 2004 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Australian Human Rights Commission Act 1986 Competition and Consumer Act 2010 Equal Employment Opportunity (Commonwealth Authorities) Act 1987
Version	V 13.1 01.04.2026
Next Review Date	01 Dec 2026

Complaints and Appeals Handling Policy and Procedure

This Complaints and Appeals Handling Policy and Procedure is used for all academic and non-academic complaints and can be accessed by all stakeholders.

1. Policy

Work Skills is committed to developing and maintaining an effective, timely, fair and equitable complaints and appeals handling process, which is easily accessible. Our Complaints and Appeals Handling Policy and Procedure has been designed using the Principles of Natural Justice and Procedural Fairness.

We view any complaints as valuable feedback and aim to address this feedback with a solution-focused approach. Work Skills believes that every person has the right to be:

- heard
- understood
- appreciated

Work Skills aims to:

- develop a culture that views complaints as an opportunity to improve the performance of the organisation.
- set in place a complaints handling system that is person-focused and helps Work Skills to prevent complaints from reoccurring.
- ensure that any complaints are resolved promptly, objectively, with sensitivity and in complete confidentiality.
- ensure that the views of each complainant and respondent are respected and that any party to the complaint is not discriminated against or victimised.
- ensure that there is a consistent response to complaints.

A complaint can be defined as an individual or business expression of dissatisfaction with any aspect of Work Skills service and activities, including both academic and non-academic matters such as:

- the enrolment and induction process.
- the quality of education and training provided.
- academic issues, including student progress, assessment decisions, unit of competency selection and qualification or statement of attainment issuance.
- handling of personal information and access to personal records.
- the way someone has been treated.

2. Definitions

Work Skills refers to the Registered Training Organisation EC Training Pty Ltd t/a Work Skills.

Informal Complaint refers to a concern about academic matters, perceived discrimination, a situation, a process, a person or people, a facility or a support service provided by Work Skills, which the individual brings to the attention of Work Skills in an informal way, i.e. it is discussed, not written down.

Complaint refers to a formal complaint which may take place if an informal complaint cannot be resolved informally.

Complainant refers to the person(s) who formally instigates a complaint.

Respondent refers to the person(s) or institute against whom the complaint is lodged.

Formal Complaint refers to the formal lodging of a written complaint.

Appeal refers to the process if an individual is dissatisfied with a decision made by Work Skills; the individual has a right to have the decision reviewed. This includes decisions relating to complaint outcomes and assessment appeals.

Appellant refers to the person(s) who formally instigates an appeal.

Person refers to a student (trainee or apprentice), employer, parent/guardian, current or prospective customer, third party, contractor, employee or any other individual or representative of an organisation.

3. Policy Coverage

This policy is designed to cover all complainants including but not limited to:

- trainees and/or apprentices currently participating in Government Funded Programs - Career Start Program (Apprenticeship/Traineeship Pathway).
- students who are enrolled in Career Start Program (General Training Pathway) and Trade Skills Assessment and Gap Training program.
- students who are Fee for Service (FFS), including those students undertaking Recognition of Prior Learning (RPL) assessment.
- employers or supervisors of Work Skills trainees, apprentices or students.
- parents/guardians of Work Skills Trainees, apprentices or students under the age of 18 years.
- staff members and contractors employed by Work Skills and any Third Party that provides services in collaboration with Work Skills.

The complaints procedure will be made available to the complainant regardless of their location or where the complaint has arisen.

4. Informal complaint - Before an issue becomes a formal complaint

An Informal Complaint is encouraged, wherever possible, to resolve concerns informally with the person(s) concerned.

Complainants may raise an informal complaint by contacting Work Skills in person or by calling 1300 360 567 and asking to speak to the respective Manager. Additionally, if a client submits a request or query via our website, or through our Learning Management System, a Manager will make a phone call to the complainant to address the issues.

5. Procedure

This procedure can be accessed by complainants to submit a complaint of an academic or non-academic nature.

- Complaints of an academic nature may include issues relating to student progress, assessment decisions, unit of competency selection, qualification and statement of attainment issuance.
- Complaints of a non-academic nature may cover all other matters, including complaints in relation to the personal information that Work Skills retain in relation to an individual.

During all stages of this procedure, Work Skills will take steps to ensure that:

- the complainant and any respondent will not be victimised or discriminated against
- the complainant has an opportunity to fully present their case.
- the complainant is allowed a support person at any relevant meetings.
- the services provided to the student are not reduced or discontinued.
- all outcomes are recorded in the Work Skills Complaints and Appeals Register and all related communication is archived in WOLAS under specific Business or Student profile in the Archives section.
- Work Skills will provide, in writing, any decisions or actions taken as part of the process to the complainant or respondent, if so requested.
- where the internal or external complaint handling or appeal process results in a decision that supports the complainant, Work Skills will immediately implement any decision and/or corrective action required and advise the complainant of the outcome.
- there is no cost to the complainant in using this complaint procedure

5.1. Stage one – Formal Complaint

Formal complaints are used when the issue cannot be amicably resolved at the informal level and the client wishes to escalate the issue. Formal Complaints must be submitted, in writing, to Work Skills with the details of the complaint use of the Notification of Formal Complaint to Work Skills Form.

This form should be sent to:

The Chief Executive Officer

Work Skills

15 Wynnum Road

Norman Park QLD 4170

Or

emailed to: info@workskills.com.au

Governance Document: uncontrolled when printed

RTO No. 31384

EC TRAINING PTY LTD t/a Work Skills

Receipt of the complaint will be acknowledged in writing. The complaints handling process will commence within ten (10) working days of the receipt of the formal complaint and all reasonable measures will be taken to finalise the process as soon as practical.

The Chief Executive Officer will nominate, if necessary, the appropriate Manager to handle the complaint.

The Manager will seek to clarify the outcome that the complainant hopes to achieve. Such clarification may be sought by written request, verbal request by phone or face-to-face interview with the complainant. When such clarification occurs in a face-to-face interview, the complainant or respondent may ask another person to accompany them.

The Manager will endeavour to resolve the complaint and will provide a written report to the complainant on the steps being taken to address the complaint, including the reasons for the decision, within ten (10) working days. The report will further advise the complainant of their rights to access the Internal Appeals Process (as per section 5.2) if they are not satisfied with the outcome of their formal complaint. (NOTE: All decisions are based on the logical evidence obtained throughout the proceedings).

In the event, Work Skills cannot process your complaint within sixty (60) days, we will notify you of this and the reasons for this. Work Skills will keep you updated through the process via email.

5.2. Stage two – Internal Appeal Process

If a complainant is dissatisfied with the outcome of their formal complaint, they may wish to lodge an internal appeal, in writing, with the Chief Executive Officer (the most senior position in the organisation). This should be submitted within 21 days from the date of the original decision from the formal complaint. The Chief Executive Officer will appoint an appropriate person or panel to consult with the appellant and other relevant parties within ten (10) working days to obtain any further evidence or details, that may not have already been disclosed, to support the appeal. All meetings are to take place at the Work Skills place of business, unless otherwise agreed.

Where possible, such consultation should take the form of face-to-face interviews. The appellant or respondent may ask another person to accompany them to these interviews.

Following the consultation, the Chief Executive Officer, or their nominee, will provide a written report to the appellant advising the further steps taken to address the appeal, including reasons for the decision, within ten (10) working days (NOTE: All decisions are based on the logical evidence obtained throughout the proceedings). The report will further advise the appellant of their right to access the external appeals process if they are not satisfied with the outcomes of their internal appeal. In the event Work Skills cannot process your appeal within sixty (60) days, they will notify the appellant of this and the reason why and keep them updated through the process via email.

5.3. Stage three – External appeal

5.3a Report to Administrative Review Tribunal (ART)

If the appellant is dissatisfied with the outcome of their internal appeal, they may wish to lodge an external appeal. To further appeal the decision, you may lodge an external appeal with the Administrative Review Tribunal (ART). To lodge an application with the Administrative Review Tribunal, there is a fee to be paid. In certain circumstances, the fee may be reduced, however, there are terms and conditions that apply. For further information on how to lodge an appeal and associated costs, please contact the Administrative Review Tribunal. Their office hours are:

Monday to Friday 8.30am to 5.00pm.

The phone number is 1800 228 333. (Calls are free from landline phones, however, calls from mobiles may be charged) or email complaints@art.gov.au

5.3b Report to ASQA

For students, with training related issues, that have not been resolved to their satisfaction, students can use this form to report a person or organisation in the vocational education and training sector involved in poor quality of training, services or business practices and suspicions of fraud, illegal activities or unethical behaviours.

[Make a Report to ASQA](#)

5.3c Report to other Authorities

Please Note: If the complainant is not satisfied with the outcome of the complaint, they may choose to complain the matter to the Department of Trade, Employment and Training, the Queensland Training Ombudsman or a complaints agency.

6. What we do with the results of your complaint or appeal

If the issues that arose from the complaint are of a nature that can be used to improve the Work Skills services, the details of the complaint will be brought to the Work Skills Management meeting for discussion. The management group will determine the cause(s) of the issues and what steps can be taken or improvements made to ensure it does not happen in the future. This will be recorded in minutes of the meeting. Work Skills will immediately implement any decision and/or corrective action required.

Additionally, Work Skills maintains a register detailing all complaints and outcomes. The purpose of this is to regularly review the register to see if there are any common issues and then use this information to improve our services. All areas of improvements are logged in the Continuous Improvement Register (RTO Safe) as a continuous improvement item and progress is tracked until changes to policies and processes are implemented.

7. Record keeping and confidentiality

All completed reports and correspondence handled under this procedure and the related outcomes will be stored in the student's file or business profile in WOLAS under the Archives section.

Work Skills will retain digital records relating to the complaints handling for a minimum of seven (7) years. All paper-based records will be securely destroyed as per the Records Management Policy and Procedure.

All records relating to the complaint will be treated as confidential, along with all other student records. Work Skills complies with the *Privacy Act 1988 and Privacy Act 2009 (QLD)* and students may apply for and receive a copy of the personal information held by Work Skills that relates to this procedure.

8. Approval, publication and training

This Policy and Procedure was agreed to and ratified by the Directors of Work Skills in June 2020 and is reviewed annually. This Policy and Procedure is made available to individuals, students, prospective students and other stakeholders through information in our Learner Handbook and on the Work Skills website <https://workskills.com.au>

Students are directed to this website during enrolment. For the purpose of training and communicating, this Policy and Procedure is included in our staff induction process and forms part of our ongoing professional development program.

Related documents:

- Continuous Improvement Policy and Procedure
- Notification of Formal Complaint to Work Skills Form
- Discrimination and Harassment Policy and Procedure
- Code of Conduct
- Skills Assure Supplier Agreement 2025-28
- Skills Assure Supplier Policy 2025-28

Version Control

Date	Update summary	Version
16/12/2019	Systematic Review; addition of compliance mapping and version control; minor adjustments to clarify the general purpose of the policy and procedure and addition asqaconnect information	V9.0 131219
23/06/2020	Informal complaint report moved to complaints register	V10.0 230620
08/04/2021	Grammatical corrections and reference to PQS removed	V11.0 080421
23/09/2022	Policy aligned to reference Skills Assure Supplier Audit Evidence Requirements 2021-2022	V11.1 230922
31/10/2022	Updated SAS Audit Evidence requirements guide to reflect Skills Assure Supplier Audit Evidence Requirements (User Choice 2022-2023) and Skills Assure Supplier Audit Evidence Requirements (VET Investment Programs 2022-2023)	V11.2 311022
01/07/2023	SAS policy documents dates updated and content reviewed for continued accuracy	V11.3 010723
12/03/2024	Amended policy and procedure to remove all references to grievances as ASQA does not acknowledge grievances, only complaints and/or appeals and updated RTO address	V11.4 120324
19/04/2024	Amended Policy and Procedure to include requirements under Northern Territory VET for Secondary Students (VETfSS)	V11.5 190424
11-Dec-2024	Updated SAS Audit Evidence requirements guide to reflect Skills Assure Supplier Audit Evidence Requirements (User Choice 2022-2023) and Skills Assure Supplier Audit Evidence Requirements (VET Investment Programs 2022-2023) Skills Assure Supplier Policy 2021-25 for Queensland VET Investment Programs User Choice 2021-25 Policy Replace reference to Managing Director with Chief Executive Officer. Added RTO no. in the footer – RTO No. 31384 Added Legal Name of the RTO	V11.6 11122024
04-Jun-2025	Updated the policy to replace Administrative Appeals Tribunal AAT to Administrative Review Tribunal and updated relevant contact information. Updated link to ASQA Complaints Form Updated areas of improvement to be updated in the CIR.	V12.0
18-Jul-2025	Aligned with the requirements of SAS Policy and SAS Agreements 2025. Updated names of the Funding program.	V13.0

01/04/26	Removed reference of Northern Territory - VETfSS Funding arrangement and relevant clauses	V13.1
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