



## ST TERESA'S CATHOLIC COLLEGE RTO 31297 COMPLAINTS AND APPEALS POLICY AND PROCEDURE

### COMPLAINTS AND APPEALS POLICY

The College RTO ensures all learners are informed of and understand their rights and responsibilities under the Standards. The College RTO will manage the complaints and appeals process fairly, efficiently and effectively. It will ensure the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. The complaints and appeals policy is available on the website at St Teresa's Catholic College.

### COMPLAINTS PROCEDURE

Persons with a complaint against the College RTO on how it conducts its responsibilities with regard to:

- The RTO, trainers and assessors or other staff
- A third-party providing services on the College RTO's behalf, its trainers and assessors or other staff or
- Another learner of the College RTO

have access to the following procedure:

#### *Informal complaint:*

1. The initial stage of any complaint may be for the complainant to communicate directly with a College staff member, e.g. the teacher, the RTO manager or a Student Development Leader who will make a decision and record the outcome of the complaint
2. Person(s) dissatisfied with the outcome of the complaint to the teacher may then complain to the relevant Curriculum Development Leader (CDL) or RTO Manager, who will make a decision and record the outcome of the complaint
3. Person(s) dissatisfied with the outcome of the complaint to the relevant CDL /RTO Manager may initiate a 'formal complaint'

#### *Formal complaint:*

1. A formal complaint and its outcome shall be recorded in writing on the Complaints and Appeals form
2. On receipt of a formal complaint the Principal shall convene an independent panel to hear the complaint; this shall be the 'complaint and appeal committee'
3. The complaint committee shall not have had previous involvement with the complaint and should include representatives of:
  - a. The principal
  - b. The teaching staff
  - c. An independent third-party
4. The complainant shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation.

5. The relevant staff member shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
6. The complaint committee will make a decision on the complaint
7. The complaint committee will communicate its decision on the complaint to all parties in writing within 5 working days of making its decision.
8. If the complaint will take more than 60 days to finalize, written notification will be given to all people involved explaining the delay.

### APPEALS PROCEDURE

Learners are informed at their Induction, of their right to request a review of a decision. This may include:

- Appeal of an assessment decision made by either the College RTO or a Third-Party providing services on behalf of the RTO (if relevant)

#### *Informal appeal:*

1. The initial stage of any appeal shall be for the appellant to communicate directly with the operational representative of the College, e.g. the teacher, who will make a decision and record the outcome of the appeal
2. Person(s) dissatisfied with the outcome of the appeal to the teacher may then appeal to the relevant Curriculum Development Leader (CDL) or RTO Manager, who will make a decision and record the outcome of the appeal
3. Person(s) dissatisfied with the outcome of the appeal to the relevant CDL /RTO Manager may initiate a 'formal appeal'.

#### *Formal appeal:*

1. Formal appeals may only proceed after the informal appeal procedure has been finalised
2. The appeal and its outcome shall be recorded in writing on the *Complaints and Appeals form*.
3. On receipt of a formal appeal the principal shall convene an independent panel to hear the appeal; this shall be the 'complaint and appeal committee'
4. The complaint and appeal committee shall not have had previous involvement with the appeal and should include representatives of:
  - a. The principal
  - b. The teaching staff
  - c. An independent third-party (if relevant)
5. The appellant shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
6. The relevant staff member shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
7. The complaint and appeal committee will make a decision on the appeal
8. The complaint and appeal committee will communicate its decision on the appeal to all parties in writing within 5 working days of making its decision.

**The outcome of all complaints and appeals will be reviewed as part of the College RTO's quality assurance processes. Any rectifications identified by those processes will be acted on in a timely manner.**