

# Complaints and appeals.

## VET policies and procedures

RTO approval statement					
<b>RTO name</b>	<b>Townsville Catholic Education</b>				
<b>Policy start date</b>	20/01/2026	<b>QCAA school number</b>	N/A	<b>National provider number</b>	31195
<p><b>The Executive Director as Chief Executive Officer (CEO) approves:</b></p> <ul style="list-style-type: none"> <li>• these policy, procedure and implementation requirements as part of the registered training organisation's (RTO) quality management systems</li> <li>• all identified attachments to this policy and procedure</li> <li>• all modifications to the policy and procedure prior to implementation</li> <li>• the delegated RTO officer/s to implement the policy and procedure</li> <li>• the allocation of time to ensure delegated officers carry out all components within the prescribed timelines and dates of all activities outlined in this policy and procedure</li> <li>• the RTO manager monitoring, evaluating and reviewing the application of this policy and procedure to inform continuous improvement</li> <li>• that email addresses provide the same acknowledgment as a signature.</li> </ul>					
RTO manager			Executive Director		
<b>Name</b>	Trent Engel		<b>Name</b>	Jacqui Francis	
<b>Email</b>	tengel1@tsv.catholic.edu.au		<b>Email</b>	director@tsv.catholic.edu.au	
<b>Date</b>	20/02/26		<b>Date</b>	20/02/26	

When completed, this form should be managed in accordance with the RTO's privacy obligations.

# Section 1: Policy and procedure

Section 1 of this policy and procedure sets out how the RTO addresses a complaint or appeal it receives relating to its officers, students or third parties providing services on behalf of the school RTO.

**Relevant Revised Standards:** Outcome Standards: 2.7 (a)–(e) and 2.8(a)–(d)

## Complaints

Complaints policy and procedure			
Policy	Inform	Act	Record and review
<p>Students are supported to make complaints.</p> <p>Complaints received by the RTO will be acknowledged in writing and finalised as soon as practicable.</p> <p>Complaints can involve the conduct of the RTO's officers, students or third-party service providers of the RTO.</p> <p>Any RTO officer may receive a complaint verbally, in writing or electronically.</p> <p>The RTO identifies two types of complaints:</p> <ul style="list-style-type: none"> <li>• type 1 — allegations of inappropriate behaviour and/or child protection. These allegations are processed according to the Townsville Catholic Education Student Protection Policy and Processes.</li> <li>• type 2 — all other complaints.</li> </ul>	<p>On receipt of a complaint, the delegated RTO Complaints officer (RTO Manager):</p> <ul style="list-style-type: none"> <li>• provides written acknowledgment to the complainant</li> <li>• informs both the complainant and the respondent of their right to be assisted by a support person or representative throughout the complaint process</li> <li>• communicates on the progress of the proceedings to the complainant and the respondent throughout the complaint process</li> <li>• if the complaint relates to the conduct of a third-party service provider, the Complaints officer informs the third party on receipt of the complaint and communicates progress on the proceedings with the third party.</li> </ul>	<p>The RTO Admin Officer receiving the complaint forwards it to the RTO Complaints officer (unless it relates to the Complaints officer, in which case it is forwarded to the Director, Mission and Learning).</p> <p>For type 1 complaints, the Complaints officer follows the RTO's complaints policy and procedure in accordance with the student protection and safeguarding policy</p> <p>For type 2 complaints, the Complaints officer:</p> <ul style="list-style-type: none"> <li>• organises a mediation process that is non-threatening to the complainant</li> <li>• establishes a review by an appropriate party independent of the RTO if mediation has not resolved the complaint</li> </ul>	<p>The Complaints officer:</p> <ul style="list-style-type: none"> <li>• establishes a written record for each complaint received</li> <li>• updates the record throughout the complaint process.</li> </ul> <p>The RTO manager:</p> <ul style="list-style-type: none"> <li>• registers the complaint in the RTO's <i>Complaints and appeals register</i></li> <li>• securely retains all complaint records</li> <li>• communicates outcomes of complaints to appropriate person/s</li> <li>• reviews each complaint process to identify corrective action/s that eliminate or mitigate the likelihood of recurrence</li> <li>• uses each complaint to inform continuous improvement.</li> </ul>

Complaints policy and procedure			
Policy	Inform	Act	Record and review
<p>Without limiting the action in type 1 complaints, this complaints policy is publicly available and upholds the principles of procedural fairness.</p> <p>A review of the issues that triggered the complaint is undertaken. The review aims to identify corrective actions that will eliminate or mitigate the likelihood of a similar complaint occurring in the future.</p> <p>Records of complaints are securely retained and registered in the RTO's <i>Complaints and appeals register</i>.</p>	<p>All communication by the RTO complies with requirements of the RTO's complaint management system.</p>	<p>refers the complainant to the QCAA website for further information about complaint processes if the complainant is still not satisfied.</p>	
Complaints	Forwarding complaints	Timeframe	Impacting policies and procedures
<p>The receiving RTO officer informs the complainant that an appropriate delegated RTO officer will contact them regarding the complaint.</p> <p>Whenever applicable, the receiving RTO officer ensures that the safety of the complainant is maintained.</p>	<p>For type 1 complaints, the receiving RTO officer immediately commences to implement the RTO's student protection and safeguarding policy.</p> <p>For all other complaints, the receiving officer forwards the complaint to the RTO's Complaints officer for processing (unless it relates to the Complaints officer, in which case it is forwarded to the principal).</p> <p>The Complaints officer is responsible for ensuring a written record is established for all complaints received (unless it relates to the Complaints officer, in which case the principal is responsible).</p>	<p>The Complaints officer finalises complaints within 60 calendar days.</p> <p>If more than 60 days are required, the complainant and respondent are informed in writing of the reasons for the need to extend the time required to finalise the complaint.</p>	<p>Policies that must be considered in conjunction with this policy and procedure as part of the RTO's complaint system include:</p> <ul style="list-style-type: none"> <li>• privacy policy</li> <li>• school and RTO complaints policy</li> <li>• student protection and safeguarding policy</li> <li>• Student Code of Conduct.</li> </ul>

## Appeals

Appeals policy and procedure			
Policy	Inform	Act	Record and review
<p>Students are informed about avenues for appeal.</p> <p>All appeals will be finalised as soon as practicable.</p> <p>Two types of appeal may be lodged:</p> <ul style="list-style-type: none"> <li>• appeal of final assessment decision</li> <li>• appeal of any other RTO decision.</li> </ul> <p>This policy is publicly available and upholds the principles of natural justice and procedural fairness.</p> <p>A record of each appeal process is reviewed to identify and implement corrective actions that aim to eliminate or mitigate the likelihood of recurrence.</p> <p>Records of appeals are securely retained and registered in the RTO's <i>Complaints and appeals register</i>.</p>	<p>The RTO manager provides written acknowledgment to the appellant.</p> <p>On receipt of an appeal, the RTO manager informs a third party of the appeal if the appeal relates to a decision made by an employee of the third party.</p> <p>The RTO manager communicates the progression of the appeal to all parties throughout the appeals process.</p>	<p>When appealing final assessment decisions, the RTO manager actions the following process:</p> <ul style="list-style-type: none"> <li>• the RTO manager provides information to the appellant on avenues for review</li> <li>• the appellant's trainer/assessor reviews the decision</li> <li>• if requested by the appellant, an independent party undertakes a review of the decision</li> <li>• if the appellant is still not satisfied, the RTO manager refers the appellant to the RTO's complaints policy and procedure.</li> </ul> <p>For all other appeals:</p> <ul style="list-style-type: none"> <li>• the RTO manager reviews the original decision</li> <li>• if requested by the appellant, an independent party undertakes a review of the decision</li> <li>• if the appellant is still not satisfied, the RTO manager refers the appellant to the RTO's complaints policy and procedure.</li> </ul>	<p>The RTO manager:</p> <ul style="list-style-type: none"> <li>• documents the appeal in the RTO's <i>Complaints and appeals register</i></li> <li>• securely retains all records of appeals</li> <li>• communicates outcomes of appeal to appellant</li> <li>• reviews each appeal process to identify corrective actions that eliminate or mitigate the likelihood of recurrence</li> <li>• uses each appeal to inform continuous improvement.</li> </ul>

Requirements for processing appeals			
Appeals	Forwarding appeals	Timeframe	Assessment result appeals
Appeals must be submitted to the RTO in writing using the RTO's Appeal form.	If the appeal relates to a decision made by the RTO manager, the appeal is forwarded to the principal for actioning.	The RTO manager finalises appeals within 60 calendar days. If more than 60 days are required, the appellant is informed in writing of the reasons for the need to extend the time required to finalise the appeal.	For assessment results appeals, the RTO manager ensures the appeals process is informed by the: <ul style="list-style-type: none"> <li>• assessment requirements of the relevant training product</li> <li>• Principles of Assessment</li> <li>• Rules of Evidence.</li> </ul>

## Section 2: Complaints and appeals guide

The delegated RTO Complaints officer or the RTO manager uses this guide to support the complaints and appeals policy requirements being met.

Complaints and appeals register	N/A	Yes	No
Record			
The RTO manager has established and maintains a secure <i>Complaints and appeals register</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complaints record and written acknowledgment			
The RTO's Complaints officer has given written acknowledgment of receipt of the complaint to the complainant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Complaints officer has established a written record in the <i>Complaints and appeals register</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complaints actions			
For type 1 complaints, the receiving RTO officer has immediately commenced implementing the school's student protection and safeguarding policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For type 2 complaints, the complaint has been forwarded to the RTO's Complaints officer (unless it relates to the Complaints officer, in which case it is forwarded to the principal).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The RTO's Complaints officer has:			
<ul style="list-style-type: none"> <li>advised the complainant that they may be assisted by a support person or representative throughout the complaint process</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>notified the respondent of the receipt of a complaint relating to them and advised them that they may be assisted by a support person or representative throughout the complaint process</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>organised mediation after negotiating a mediation process that is acceptable to both the complainant and the respondent</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>maintained an auditable record of the complaint process and outcome/s</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>regularly updated the complainant and respondent of the progress throughout the complaints process.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the complainant is not satisfied with the outcome/s of mediation, the Complaints officer has nominated an appropriate independent party to review the complaint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the complainant is still not satisfied with the outcome/s of the independent party review, the principal has informed the complainant that all complaint process options need to be exhausted before the complaint can be reviewed by an external body or authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If all complaint review options have been actioned by the RTO, the principal has referred the complainant to the QCAA website for further options for resolving the complaint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Complaints and appeals register	N/A	Yes	No
The complainant and respondent have received in writing the final outcomes of the complaint process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback and complaints are used to inform continuous improvement on this management system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The RTO manager who reviewed the complaints process has:			
• identified potential causes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• taken appropriate corrective action to eliminate or mitigate the likelihood of recurrence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complaints process timeframe			
The complaints process has been completed within a 60-calendar day period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not, the complainant and respondent have received, in writing, reasons why more than 60 days are required to finalise all matters relating to their complaint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The <i>Complaints and appeals register</i> has been completed and the closed-out date recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention of complaints and appeals record			
The RTO manager has ensured the secure retention of the <i>Complaints and appeals register</i> for archival records and audit purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appeals	N/A	Yes	No
<b>Appeals record and written acknowledgment</b>			
The RTO's delegated officer has given the appellant written acknowledgment of receipt of the appeal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The delegated officer has established a written record in the <i>Complaints and appeals register</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The outcomes of appeals are used to inform continuous improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appeal actions for assessment outcome appeals			
The RTO manager has:			
• requested the appellant's trainer/assessor to review the assessment outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• organised an independent trainer/assessor to review the assessment outcome if the appellant is not satisfied with the initial review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• referred the appellant to the RTO's complaints policy for further possible options if they are still not satisfied with the outcome of the review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• maintained an auditable record of the appeal process and outcome/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• regularly updated the appellant of the progress throughout the appeal process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appeal actions for all appeals other than assessment outcome appeals			
The RTO manager has:			
• reviewed the RTO's original decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• organised an appropriate independent party to review the RTO's original decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• referred the appellant to the RTO's complaints policy for further possible options if they are still not satisfied with the outcome of the review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• maintained an auditable record of the appeal process and outcome/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• regularly updated the appellant of the progress throughout the appeal process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The appellant has received in writing the final outcome/s of the appeal process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The RTO manager has reviewed the appeals process to:			
• identify potential causes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• take appropriate corrective action to eliminate or mitigate the likelihood of recurrence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appeals process timeframe			
The appeal process has been completed within a 60-calendar day period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appeals	N/A	Yes	No
If not, the appellant has received, in writing, reasons why more than 60 days are required to finalise all matters relating to their appeal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The <i>Complaints and appeals register</i> has been completed and the closed-out date recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section 3: Systematic monitoring

Completing Section 3 supports the requirement to monitor and evaluate performance against the Revised Standards for RTOs.

The RTO manager will record the dates when systematic monitoring activities occur, the outcomes of the monitoring process and how these outcomes were used to inform continuous improvement.

**Relevant Revised Standards:** Outcome Standards 4.4 (a)–(c)

Systematic monitoring records	
Date of successive monitoring activities	Name of person/s conducting successive monitoring activities

Monitoring and evaluating the application of this policy and procedure by the RTO	Record of last activity		
	Yes	No	
<b>School RTO approval statement</b> (Page 1 of this document)	The following details are current and complete:		
	• RTO name	<input type="checkbox"/>	<input type="checkbox"/>
	• the start date on the policy and procedure document	<input type="checkbox"/>	<input type="checkbox"/>
	• QCAA school number	<input type="checkbox"/>	<input type="checkbox"/>
	• national provider number	<input type="checkbox"/>	<input type="checkbox"/>
	• principal's name and contact details	<input type="checkbox"/>	<input type="checkbox"/>
	• RTO manager's name and contact details	<input type="checkbox"/>	<input type="checkbox"/>
• all delegated officers' names and contact details.	<input type="checkbox"/>	<input type="checkbox"/>	

Monitoring and evaluating the application of this policy and procedure by the RTO		Record of last activity	
		Yes	No
<b>Policy and procedure</b> (Section 1 of this document)	Complaints and appeals policy represents current practice.	<input type="checkbox"/>	<input type="checkbox"/>
	Complaints and appeals procedures represent current practice.	<input type="checkbox"/>	<input type="checkbox"/>
	Complaints and appeals requirements for processing represent current practice.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Complaints and appeals guide</b> (Section 2 of this document)	Complaints and appeals guide is used to ensure: <ul style="list-style-type: none"> <li>complaints and appeals processes are followed</li> <li>records are complete.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Register of complaints and appeals template</b>	Current approved register of complaints and appeals template is attached or linked to this document.	<input type="checkbox"/>	<input type="checkbox"/>

RTO manager notes	
Outcomes from the last monitoring activity	
Continuous improvement practices informed by above outcomes	
Actions finalised	