



Complaints and Appeals Policy and Procedure

Purpose

This policy and procedure provide clear and practical guidelines to ensure that complaints and appeals received about the RTO, about and from students, trainers, staff and/or third parties can be resolved equitably and efficiently, and in accordance with the principles of natural justice.

Scope

This complaints and appeals policy and procedure will manage allegations involving the conduct of:

- Rosewood State High School, its trainers, assessors and other staff
- stakeholders and others
- a third-party providing services on the RTO's behalf, its trainers, assessors or other staff (where this may be relevant to its operations)
- a student of Rosewood State High School

Definitions

Complaint - is any expression of dissatisfaction with an action or service of the Registered Training Organisation.

Appeal - is where a student or staff member or stakeholder of Rosewood State High School or another interested party disputes a decision arising from a complaint, an assessment decision, or another decision made by the RTO.

Complaints and appeals can arise from matters of concern relating to:

- training delivery and assessment
- the quality of the training
- student support
- materials
- discrimination
- harassment

Natural Justice - is concerned with ensuring procedural fairness. It involves:

- Decisions and processes free from bias
- All parties having the right to be heard
- All parties having a right to know how and of what, they are involved/accused
- Investigating a matter appropriately before a decision is made
- All parties being told the decision and the reasons for the decision

Person – is the someone making the complaint (complainant or appellant) and can be an individual, a group or an entity/organisation.



Policy

Rosewood State High School believes that a person, who has a complaint or appeal, has the right to raise the complaint or appeal and expect that every effort will be made to resolve it in accordance with this policy, and without prejudice or fear of reprisal or victimisation.

The person has the right to present the complaint or appeal formally and in writing.

Rosewood State High School will manage all complaints and appeals fairly, equitably and as efficiently as possible. Rosewood State High School will encourage the parties to approach the complaint or appeal with an open mind, and to resolve problems through discussion and conciliation.

Rosewood State High School seeks to prevent complaints by ensuring high levels of satisfaction with its training and assessment, its performance as an RTO and with its public image. If a complaint should arise, all staff are expected to be fair, courteous and helpful in all dealings with the person making the complaint or lodging the appeal, and to assist or refer where they can.

Where a complaint or appeal cannot be resolved through discussion and conciliation, Rosewood State High School acknowledges the need for an appropriate external and independent person/party to mediate. The parties involved will be given the opportunity to formally present their case in an independent forum.

Confidentiality will be maintained throughout the process of making and resolving complaints/appeals.

Rosewood State High School seeks to protect the rights and privacy of all involved, and to facilitate the return to a comfortable and productive learning environment.

A copy of this Policy is available to the public, all stakeholders, students and staff via the Rosewood State High School website and is available in the Student Handbook. Information and contact details of external authorities who may be approached, is also included.



Procedure

Should a person have a complaint or appeal, the following steps are to be followed:

1. Discuss the issue directly with those involved to try and resolve it verbally.
2. If no resolution is reached, discuss the issue with the RTO Manager to see if it can be resolved.
3. If this resolves the situation, the outcomes will be put in writing and signed by both parties. One of the two copies of the outcome will be placed on file with the RTO Manager and securely stored.
4. If there is still no resolution, the person should put the following information relating to the complaint or appeal in writing to 'RTO Manager, Rosewood State High School'. The complaint or appeal must be submitted in writing, either by email to Principal@rosewoodshs.eq.edu.au; or letter and must include the following information:
 - A description of the complaint or appeal
 - A statement about whether the person wishes to formally present their case
 - Information about any prior steps taken to deal with the complaint or appeal
 - What they would like to happen to fix the problem and prevent it from happening again
5. A written acknowledgement of receipt of the complaint/appeal will be forwarded to the complainant within five working days.
6. The RTO Manager will either deal with the issue personally, or arrange for it to be dealt with by a management representative. This process must commence within two working days from the time the RTO Manager receives the written notification, and a response/resolution must be presented within 60 calendar days.
7. The RTO Manager will:
 - Undertake a preliminary enquiry to determine nature of the complaint/appeal
 - Inform other relevant parties (if necessary)
 - Provide all parties an opportunity to present their case (with a support person and/or parent/guardian if a student is under 18 years of age)
 - Discuss with the parties any resolution and any arrangements required by the RTO
 - Record the outcome of discussion in writing
 - Provide the outcome in writing to the person (and other parties if relevant)
8. All parties involved will receive a written statement of the outcomes, including reasons for the decision within the 60 calendar day period. If the process is taking longer than 60 days from the complaint or appeal being received, the person will be notified in writing of the reason for the delay and kept informed of all progress.
9. If the person is dissatisfied with the outcome of the complaint, they may lodge an appeal in writing by submitting a completed Appeal Form, which is available on request. The appeal will be managed in accordance with the procedure outlined above.
10. From any substantiated complaints and appeals, the causes will be reviewed as part of the RTO's continuous improvement processes, and appropriate corrective action will be taken to prevent or reduce the likelihood of reoccurrence. Actions will be recorded on the Continuous Improvement Register.
11. Any complaint that is related to illegal activity, such as theft, assault etc., will be immediately referred to the appropriate authority.
12. All documentation relating to complaints or appeals will be stored securely as per the Records Management Procedure.
13. If the person is still not happy with outcomes from the independent process, they may take their complaint to the VET Regulator - the Australian Skills Quality Authority. See – [Concerns about training providers](#).