

Horticultural Training Pty Ltd

Complaints/Appeals Notice

ABN: 25 052 320 500

RTO ID: 5370



Details of person lodging complaints/appeals:

Name: _____ Phone: _____

Email: _____

Address: _____

Employer: _____

Qualification: _____

Before pursuing a grievance it is important that you read the Complaints/Appeals Policy in the Horticultural Training Information Handbook.

In order that full consideration be given to your grievance it is important that you set out only the facts clearly and concisely.

Nature of Complaint/Appeal

Additional Information leading to Complaint/Appeal

Remedy Sought

Signature of person lodging complaint: _____ Date: _____

Signature of Director: _____ Date: _____

The time limit specified in the complaints/appeals policy will run from the date of the Directors signature.

Administration Only: System Improvement #