

Complaints and Appeals Policy and Procedure

Purpose

To provide a clear and accessible framework for students to submit a complaint, grievance, or appeal, and to outline the procedures that Workforce Education Institute follows to resolve these matters and also to define the procedure that Workforce Education Institute follows to resolve the complaint/grievance or appeal.

Scope

This policy applies to all current and prospective students and staff members of Workforce Education Institute involved in training delivery, support services, or decision-making.

Policy

Workforce Education Institute ensures that students have ready access to a robust and fair complaints and appeals process. These processes are independent, easily and immediately accessible, and inexpensive for the parties involved. This policy establishes the rules under which Workforce Education Institute must act in response to a student complaint or appeal against a decision made by Workforce Education Institute.

- Workforce Education Institute will ensure that students have a clear understanding of the steps involved in the procedure by providing procedural information on the Workforce Education Institute website and in the student Written Agreement and by explaining the process on the orientation.
- All students submitting a complaint or appeal must be treated fairly, professionally, transparently and without repercussion for making such a complaint or appeal.
- The processing of a complaint or appeal must be commenced within 10 calendar days of it being received by Workforce Education Institute.
- Students are encouraged to resolve issues informally, where appropriate, before lodging a formal complaint.

- In all cases where a formal complaint or grievance is made, Workforce Education Institute will provide a response to the student.
- In all cases where an outcome has been reached, Workforce Education Institute will inform the student (in writing) of the outcome of the appeal that clearly explains the reasons for that outcome. Workforce Education Institute will retain copies of all such written communications, outcomes and reasoning.
- All students attending an appeal panel review are entitled to be accompanied by a support person of their choice.
- In situations where a student's internal appeal has been rejected, the student will be informed of the options available to them outside those offered by Workforce Education Institute, if they wish to escalate the complaint or appeal beyond the Workforce Education Institute processes. Workforce Education Institute will inform students of their options for external appeal within 10 working days of making a decision.
- In a situation where an appeal (internal or external) is upheld, Workforce Education Institute will immediately action that outcome and advise the student of the outcome and any follow up action.
- Workforce Education Institute will ensure corrective action is taken in response to any complaint or appeal to mitigate any reoccurrence that may lead to similar complaints and appeals being lodged in the future.
- Workforce Education Institute will collect the data about complaints and appeals and record the data in the Complaint Register.
- This data will include action taken to address the root cause of complaints, the follow-up and the outcome of the complaints/appeals. Evidence of complaints and appeals will be saved in the Complaints and Appeals folder, as well as the minutes of staff meetings at which actions arising from complaints were agreed and other relevant

documentation. The folder will be managed by the Administration Manager and placed in a secured place.

- Complaints and appeals may be made in regards with but not limited the following issues:
 - Enrolment process
 - Education agents
 - Campus facilities and resources (including the kitchen resources)
 - Training
 - Staff
 - Academic results
 - Course progress
 - Discrimination, harassment and bullying
 - Fees and refunds
 - Other students of Workforce Education Institute
 - Any other party directly or indirectly related to Workforce Education Institute

Procedure

Complaints

1. Students are encouraged to raise matters of concern informally with their trainers, Student Services Officers or the Administration Manager via email. All informal complaints will be attended within 10 business days of receipt of the complaint. The communication of any informal complaints will not be kept on the student file, unless requested to do so by the student.
2. If the complaint cannot be resolved informally, the student may lodge a formal complaint using the Complaints and Appeals Form, available on the Workforce Education Institute website and the campus reception.

3. The student must send the completed Complaints and Appeals Form to info@workforce.edu.au or hand in personally.
4. All complaints will be handled professionally and confidentially. All Workforce Education Institute staff members ensure that they comply with the Privacy Policy.
5. The Administration Manager will handle all formal complaints. If the complaint is in respect to the Administration Manager, the CEO will handle the complaint.
6. The complaints assessment process will commence within 10 working days of the Workforce Education Institute receipt of the completed Complaints and Appeals Form. The complaint will be resolved fairly and equitably, and at the earliest possible time (no later than 20 working days).
7. The complainant/appellant will be given an opportunity to formally represent his/her case at no cost. The complainant/appellant can be accompanied or assisted by a support person during the meeting.
8. The outcome of the complaint, including the reasons for the outcome will be provided in writing to the student within 5 business days of a decision being made. The student will be advised that they have the rights to appeal.
9. In case the Administration Manager failed to draw a conclusion on a complaint within 45 days, the reason must be sent to student in writing. The student must be updated regularly with the progress of the assessment.
10. Where a complaint cannot be resolved through the internal procedure, Workforce Education Institute will give appropriate information to proceed with the Training Ombudsman whose role is to investigate official concerns, complaints and disputes raised by interested parties and stakeholders regarding the actions of a registered education and training provider.
11. If there is any matter arising from a student complaint that is a systemic issue, which requires improvement action, the complaint will be reported to the CEO as part of the continuous improvement process.

Appeals

1. The essential nature of an appeal is that it is a request by a student to reconsider a decision made by Workforce Education Institute.
2. All appeals will be reviewed by an Appeal Committee consisting of at least three members. The Chair will be appointed by the CEO. The panel will be comprised of:
 - The Administration Manager
 - A trainer representative
 - A welfare counsellor

The panel decision should be unanimous and where there is a disagreement, the case will be escalated to the Administration Manager or the CEO to help resolve the case.

3. All appeals must be lodged by submitting the completed Complaints and Appeals Form to info@workforce.edu.au or in person.
4. A student's enrolment must be maintained whilst an appeal is in progress and the outcome has not been determined.
5. The appeal assessment must commence within 10 working days of the receipt of the appeal.
6. Workforce Education Institute aims to resolve all complaints and appeals within 30 calendar days. If more time is required, all parties will be notified in writing with regular updates.
7. The Administration Manager will send the outcome of the appeal to student in writing within 5 days from the date of the final decision. The letter will be archived in the student file as well as recorded in the Complaints and Appeals Register.
8. If the student is not satisfied with the appeal outcome they will be advised in writing about their rights to access external complaints handling and appeal process at with

Organisation:	Overseas Student Ombudsman (http://www.ombudsman.gov.au/)
Contact point:	<p>Online Complaint Form: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=oco-complaint-form</p> <p>Call: 1300 362 072 (within Australia) Outside Australia call +61 2 6276 0111.</p> <p>Enquiries 9 am to 5 pm Monday to Friday (AEDT)</p> <p>Postal: GPO Box 442 Canberra ACT 2601.</p> <p>Melbourne Office: Level 6, 34 Queen Street, Melbourne VIC 3000</p>

the Ombudsman. The details of the ombudsman will be detailed in the letter.

Following are the details of ombudsman:

9. In any circumstances, where Workforce Education Institute is informed that the international student has accessed external appeals processes, the college will maintain a student's enrolment until the external appeal process is finalised.
10. There are no further avenues within Workforce Education Institute for appeals after an internal appeal has been completed.

If the internal or external complaints handling or appeal process results in the decision or recommendation in the favour of the student, Workforce Education Institute will immediately implement the decision or recommendation and take the preventive or corrective action/s required by the decision and advise the student of that action.