

Form F04 - COMPLAINTS AND APPEALS / FEEDBACK FORM

I am a/an: ☐ Admin staff ☐ Trainer/Assessor ☐ Student ☐ Student's employer

Family Name: _____ First Name _____ Contact number: _____

Email address: _____ Address: _____

Nature of issue:

☐ Operation Procedures ☐ Delivery of Training ☐ Assessment process ☐ Others _____

Please outline your issue/s of concern:

Please suggest what can we do it better?:

☐ I would like to be contacted by UTAIT management to discuss my suggestion/s further.

Date: ____/____/____

Signature: _____

Thank you for providing your feedback.

FOR OFFICE USE

Date of receiving feedback: ____/____/____ Name of staff received feedback: _____

Feedback referred to: _____