

**COMPLAINTS AND APPEALS POLICY AND PROCEDURE**

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## COMPLAINTS AND APPEALS POLICY AND PROCEDURE

### PURPOSE

The purpose of this policy and procedure is to outline Campbell Institute's approach to managing dissatisfaction, formal complaints and appeals of students, clients, staff and other members of the community. It provides a transparent approach for all complaints and appeals to be addressed in a fair, efficient and confidential manner.

This ensures compliance with Standard 6 of the Standards, as well as compliance with Standard 10 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### DEFINITIONS

ASQA means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body

Appeal means a request for a decision made by Campbell Institute to be reviewed

DESE means Department of Education Skills and Employment

Complaint means a person's formal expression of dissatisfaction with any product or service

National Code 2018 means the National Code of Practice for Providers of Education and Training to Overseas Students 2018

PRISMS means the Provider Registration and International Student Management System

Services means training, assessment, related educational and support services and/or activities related to the recruitment of prospective learners. It does not include services such as student counselling, mediation or ICT support

Standards means the Standards for Registered Training Organisations (RTOs) 2015

## POLICY

### 1. Nature of complaints and appeals

- Campbell Institute responds to all allegations involving the conduct of: - Campbell Institute, its trainers and assessors and other staff.
  - Any third party providing Services on behalf of Campbell Institute including education agents.
  - Any student or client of Campbell Institute.
- Complaints may be made in relation to any of Campbell Institute's Services and activities such as: - the application and enrolment process
  - marketing information
  - the quality of training and assessment provided
  - training and assessment matters, including student progress, student support and assessment requirements
  - the way someone has been treated
  - the actions of another student.
- An Appeal is a request for a decision made by Campbell Institute to be reviewed. Decisions may have been about: - course admissions
  - refunds
  - response to a complaint
  - assessment outcomes / results
  - other general decisions made by Campbell Institute.

### 2. Principles of resolution

- Campbell Institute is committed to ensuring its processes to manage complaints and appeals is free from bias and follows the principles of natural justice. Campbell Institute ensures that complaints and appeals:
  - Are responded to in a professional, consistent and transparent manner.
  - Are responded to promptly, fairly, objectively, with sensitivity and confidentiality.
  - Are able to be made at no cost to the individual.
  - Are used as an opportunity to identify potential causes of the complaint or appeal and take actions to prevent the issues from recurring as well as identifying any areas for improvement.

- Campbell Institute will inform all persons or parties involved in any allegations made as well as providing them with an opportunity to present their side of the matter.
- There are no charges for students to submit a complaint or appeal to Campbell Institute, or to seek information or advice about doing so.
- Campbell Institute's policies or procedures, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies, and it does not circumscribe an individual's rights to pursue other legal remedies.

### 3. Making a complaint or appeal

- Complaints about an incident should be made as soon as possible after the incident occurring.
- Appeals must be made within 20 business days of the original decision being made.
- Complaints and appeals should be made in writing using the Complaints and Appeals Form, or other written format, and sent to Campbell Institute's head office attention to the RTO Manager.
- When making a complaint or appeal, provide as much information as possible to enable Campbell Institute to investigate and determine an appropriate solution. This should include:
  - The issue you are complaining about or the decision you are appealing, that is describe what happened and how it affected you.
  - Any evidence you have that supports your complaint or appeal.
  - Details about the steps you have already taken to resolve the issue.
  - Suggestions about how the matter might be resolved.

### 4. Timeframes for resolution

- The complaint or appeal will be acknowledged in writing within 3 business days.
- The complaints and appeals process will commence within 10 business days of receipt of the application. Complaints and appeals will be finalised as soon as practicable or at least within 20 business days unless there is a significant reason for the matter to take longer.
- In matters where additional time is needed, the complainant or appellant will be advised in writing of the reasons and will be updated weekly on the progress of the matter until such a time that the matter is resolved.

## 5. Resolution of complaints and appeals

- Some or all members of the management team of Campbell Institute will be involved in resolving complaints and appeals as outlined in the procedures.
- Where a complaint or appeal involves another individual or organisation, they will be given the opportunity to respond to any allegations made.
- Where a third party delivering Services on behalf of Campbell Institute is involved, they will also be included in the process of resolving the complaint or appeal.
- Each party involved in the complaint or appeal may have a support person of their choice present at meetings scheduled to resolve the issue.
- In the case of an assessment appeal, an assessor who is independent from the original decision will assess the original task again. The outcome of this assessment will be the result granted for the assessment task. The complainant or appellant will be advised in writing of the outcome of the process and the reasons for the findings made.
- Campbell Institute will maintain a student's enrolment throughout the internal appeals processes without notifying DESE via PRISMS of a change in enrolment status. In the case of an external appeals process it will depend on the type of appeal as to whether Campbell Institute maintains the student's enrolment as follows:
  - If the appeal is against Campbell Institute's decision to report the student for unsatisfactory course progress or attendance, the student's enrolment will be maintained until the external process is completed and has supported or not supported Campbell Institute's decision to report.
  - If the appeal is against Campbell Institute's decision to defer, suspend or cancel a student's enrolment due to misbehaviour, Campbell Institute will notify DESE via PRISMS of a change to the student's enrolment after the outcome of the internal appeals process

## 6. Independent parties

- Campbell Institute acknowledges the need for an appropriate independent party to be appointed to review a matter where this is requested by the complainant or appellant and the internal processes have failed to resolve the matter. Costs associated with independent parties to review a matter must be covered by the complainant/appellant unless the decision to include an independent party was made by Campbell Institute.
  - For international students, the independent party is the Overseas Students Ombudsman. This service is free of charge. Where an international student is not satisfied with the outcome or conduct of the internal process, they are referred to the Overseas Students Ombudsman (OSO). See information below about external complaint avenues.
  - Campbell Institute will provide complete cooperation with the external mediator investigating the complaint/appeal and will be bound by the recommendations arising out of this process.
  - The CEO will ensure that any recommendations made are implemented within 20 business days of being notified of the recommendations. The complainant or appellant will also be formally notified in writing of the outcome of the mediation, and any recommendations being actioned by Campbell Institute.

## 7. External complaint avenues

### NATIONAL TRAINING COMPLAINTS HOTLINE

- Phone: 13 38 73 • Email: [ntch@education.gov.au](mailto:ntch@education.gov.au)
- Website: <https://www.employment.gov.au/national-training-complaints-hotline>

The National Training Complaints Hotline is a national service for consumers to register complaints concerning vocational education and training. The service refers consumers to the appropriate agency/authority/jurisdiction to assist with their complaint.

### AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA)

Complainants may also complain to Campbell Institute's registering body, ASQA. ASQA can investigate complaints about Campbell Institute in relation to the quality of training and assessment or marketing and advertising practices.

For students:

- ASQA may not be able to investigate complaint if the student does not include evidence that they have already exhausted Campbell Institute's formal internal complaints process.
- Students should refer to the relevant webpage below before making a complaint to ASQA:  
<https://www.asqa.gov.au/complaints/complaints-about-training-providers>

### THE OVERSEAS STUDENT OMBUDSMAN (OSO) • Phone: 13 11 14

International students may complain to the OSO if their complaint is in relation to Campbell Institute:

- refusing admission to a course
- course or provider transfers
- cancellation of enrolment
- incorrect advice given by an education agent
- course fees and refunds
- course progress or attendance
- accommodation or work arranged by your provider
- if a student believes Campbell Institute has failed to take action or is taking too long to take some action. This might include (for example), failing to provide results in the normal timeframe, or failing to provide services included their Written Agreement.

The OSO may not be able to investigate a complaint if the student has not already exhausted Campbell Institute's formal internal complaints process.

Students should refer to the following website if they are considering making a complaint:

<https://www.ombudsman.gov.au/making-a-complaint/overseas-students>

## 8. Records of complaints and appeals

- Campbell Institute maintains a record of all complaints and appeals and their outcomes and reasons for the outcomes on its Complaints and Appeals Register, which is stored securely.

## 9. Publication

- This policy and procedure will be summarised in the International Student Handbook to ensure that avenues for complaints and appeals are clearly communicated to students before they commence their course.
- This policy and procedure will be published on Campbell Institute's website.
- This policy will also be covered during orientation for international students and induction for all academic staff.

## PROCEDURES

### 1. Complaints management

Procedure	Responsibility
<p><b>A. Receive and acknowledge complaint</b></p> <ul style="list-style-type: none"> <li>As per policy, complaints are to be made in writing by the complainant, attention to the RTO Manager.</li> <li>The RTO Manager should review all complaints upon receipt.</li> <li>Acknowledge receipt of complaint in writing by sending a letter via email to complainant within 3 working days of receipt using template Complaint/ Appeal Acknowledgement Letter.</li> <li>Record details of the complaint on the Complaints and Appeals Register.</li> <li>Commence process of investigation within 5 days of receiving the complaint.</li> </ul>	<p>RTO Manager and Administration Team</p>
<p><b>B. Investigate the complaint</b></p> <ul style="list-style-type: none"> <li>Upon receiving the complaint, the matter is to be investigated to ensure all relevant information is available and it is accurate and complete.</li> <li>Further details from the complainant, respondent or other involved parties may be requested during this stage. This may be in writing, over the phone, or face-to-face. Where the meeting is face to face, the complainant may be accompanied by a support person.</li> <li>If the matter is in relation to a third-party delivering Services on behalf of Campbell Institute, the third party should be involved in the resolution of the complaint.</li> <li>The investigation will also identify corrective and preventative action which will be immediately implemented as per the next section of this procedure.</li> <li>The RTO Manager will review the information and decide on an appropriate response. Where deemed necessary by the RTO Manager, the matter may be reviewed by other members of the management team to arrive at an appropriate resolution.</li> <li>Note: The complaint must be completely resolved within 20 business days of receipt of the original complaint. If the matter is particularly complex and it is going to take longer to resolve, the complainant is to be advised in writing along with reasons for the extra time. They must be provided with updates on progress on a weekly basis thereafter until the matter is resolved.</li> </ul>	<p>RTO Manager</p>



Procedure	Responsibility
<p><b>C. Advise of the outcome and update records</b></p> <ul style="list-style-type: none"> <li>• Provide a written response to the complainant outlining:               <ul style="list-style-type: none"> <li>– The RTO's understanding of the complaint</li> <li>– The steps taken to investigate and resolve the complaint</li> <li>– Decisions made about resolution, with reasons for the decisions made</li> <li>– Areas that have been identified as possible causes of the complaint and improvements to be recommended</li> <li>– Their right to access the appeals process if they are not satisfied with the outcome of the complaints process.</li> </ul> </li> <li>• Update the Complaints and Appeals Register so it includes the outcome of the complaint and showing the decision that has been made, as well as any corrective/preventative actions identify to address the issue.</li> <li>• Update the Continuous Improvement Register showing the decision that has been made in relation to the complaint, as well as any corrective/preventative actions identified to address the issue.</li> <li>• Keep a copy of the complaint and supporting documents in the Complaints file and in the student or staff file (where relevant).</li> <li>• Immediately implement actions related to decisions that supports the student and/or corrective or preventative actions required.</li> </ul>	<p>RTO Manager and Administration Team</p>

## 2. Appeals management

<p><b>A. Receive and acknowledge appeal</b></p> <ul style="list-style-type: none"> <li>• Upon receipt of a request for an appeal, acknowledge receipt of appeal in writing by sending a letter to appellant within 3 business days of receipt to ensure appellant receives it within 7 days. Use Complaint/Appeal Acknowledgement Letter.</li> <li>• Record details of appeal on the Complaints and Appeals Register.</li> </ul>	<p>Administration Team</p>
<p><b>B. Respond to assessment appeals</b></p> <ul style="list-style-type: none"> <li>• In the case of appeals against assessment decisions, the original assessment decision will be reviewed by having an assessor independent of the original decision, mark the assessment task again.</li> <li>• The assessment decision made during the appeals process will be considered the actual assessment outcome for the task.</li> <li>• Advise the student of the outcome of the appeal.</li> </ul>	<p>RTO Manager</p>

Procedure	Responsibility
<p><b>C. Respond to appeals against non-academic decisions</b></p> <ul style="list-style-type: none"> <li>• Upon receiving the appeal, the matter is to be investigated to identify the original decision made and the reasons for the decision.</li> <li>• Further details from the appellant, respondent, the person who made the original decision, or other involved parties may be requested during this stage. This may be in writing, over the phone, or face-to-face.</li> <li>• If the matter is in relation to a third-party delivering Services on behalf of Campbell Institute, the third party should be involved in the resolution of the appeal.</li> <li>• The appellant may request for an independent party (mediator) to be involved in the process. Where this is requested by the appellant, they will bear the costs associated. Additionally, Campbell Institute may decide to call upon an independent mediator to assist to resolve the issue where a decision cannot be reached internally. This will be at Campbell Institute's cost.</li> <li>• Campbell Institute's Management team will review all relevant information and decide on an appropriate response.</li> <li>• The investigation will also identify corrective and preventative action, which will be immediately implemented as per the next section of this procedure.</li> <li>• Note: The appeal must be resolved within 20 business days of receipt of the original appeal. If the matter is particularly complex and it is going to take longer to resolve, the appellant must be advised in writing along with reasons for the extra time. They must be provided with progress updates on a weekly basis thereafter until the matter is resolved.</li> </ul>	<p>RTO Manager</p>
<p><b>D. Advise appellant of the outcome and update records</b></p> <ul style="list-style-type: none"> <li>• Provide a written response to the appellant outlining: <ul style="list-style-type: none"> <li>– The RTO's understanding of the reasons for the appeal</li> <li>– The steps taken to investigate and resolve the appeal</li> <li>– Decisions made about resolution and reasons for the decisions</li> <li>– If relevant, areas that have been identified as possible causes of the appeal and improvements to be recommended</li> <li>– Their right to, and information on, the external appeals process.</li> <li>– The effect on their enrolment status.</li> </ul> </li> <li>• Update the Complaints and Appeals Register so it includes the outcome of the appeal and showing the decision that has been made, as well as any corrective/preventative actions identify to address the issue.</li> </ul>	<p>RTO Manager and Administration Team</p>

Procedure	Responsibility
<ul style="list-style-type: none"> <li>Update the Continuous Improvement Register showing the decision that has been made in relation to the appeal, as well as any corrective/preventative actions identify to address the issue.</li> <li>Keep a copy of the complaint and supporting documents in the Complaints file and in the student or staff file (where relevant).</li> <li>Immediately implement actions related to decisions that supports the student and/or corrective or preventative actions required.</li> </ul>	

### 3. External complaint or appeal

<p><b>A. External complaint or appeal</b></p> <ul style="list-style-type: none"> <li>If dissatisfied with the internal processes, the complainant/appellant may initiate an external complaint or appeal.</li> <li>Additionally, a complainant or appellant who has been through the internal processes may request Campbell Institute to appoint an independent party to review the matter.</li> <li>For international students, the independent party advised is the Overseas Students Ombudsman, which is free of charge.</li> <li>Co-operate fully in the process of the external party to investigate and review the matter. This will include and not be limited to providing full access to the relevant student file/s and the internal complaints records where permitted to do so by law. All staff will be instructed to cooperate in such instances and to give an accurate account of the events as they understand them.</li> <li>Where the decision of the external party supports Campbell Institute, Campbell Institute will notify DESE via PRISMS of the change in enrolment status.</li> </ul>	RTO Manager
<p><b>B. Review external complaints or appeals</b></p> <ul style="list-style-type: none"> <li>In the event that the external party finds in favour of the student, immediately organise a management meeting to discuss the external process and its outcome.</li> <li>At the meeting, discuss the decision made and actions to be taken to implement the decision, including both corrective/preventative actions.</li> <li>Following the meeting immediately implement actions.</li> <li>Advise the student of the outcome of the complaint or appeal and the actions taken.</li> </ul>	RTO Manager

## DOCUMENT CONTROL

<b>Document No. &amp; Name:</b>	SC4-I - Complaints and Appeals PP V1.0
<b>Quality Area:</b>	SC Students & Clients
<b>Approved By:</b>	Harpreet Singh (CEO)
<b>Approval Date:</b>	May 2021
<b>Review Date:</b>	May 2024
<b>Standards (SRTOs):</b>	Standard 6, Clause 6.1, 6.2, 6.3, 6.4, 6.5 & 6.6
<b>Standards (National Code):</b>	Standard 10