

## Client Complaint Form

### COMPLAINANT DETAILS

Mr       Mrs       Ms       Miss

Surname \_\_\_\_\_ Given names \_\_\_\_\_

Email \_\_\_\_\_

Mobile \_\_\_\_\_ Phone \_\_\_\_\_

### RESIDENTIAL ADDRESS

Unit/Street \_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

### PROBLEM/ISSUE

**Please provide details of complaint:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of trainer/assessor or other person involved \_\_\_\_\_

Course \_\_\_\_\_ Date of course \_\_\_\_\_

### ACTION

**What action would the complainant like to see?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### OFFICE USE ONLY

**What action was taken?**

Action: \_\_\_\_\_

\_\_\_\_\_

Action: \_\_\_\_\_

\_\_\_\_\_

Action: \_\_\_\_\_

\_\_\_\_\_

Complaint received by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

