

Appeals Lodgement Form		Appeals No.	
<b>SECTION 1 – Personal Details</b>			
<b>Name:</b>		<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
<b>Address:</b>		<b>Post Code:</b>	
<b>Email:</b>		<b>Tel/ Mobile:</b>	
<b>SECTION 2 – Course / Unit/ Module Details</b>			
<b>Code/Title :</b>		<b>Date:</b>	/ /
<b>Assessor:</b>			
<b>Task:</b>			
<b>SECTION 3 – Appellant Declaration</b>			
<p>I have read and understood the INDIAN OCEAN GROUP TRAINING ASSOCIATION (IOGTA) Appeals Policy and acknowledge that IOGTA will use an independent assessor to resolve this appeal, and that I will be given the opportunity to present my case formally at an interview. Should the appeal progress to an external arbitrator, I agree to pay the arbitrator fee for this appeal; however should my appeal be successful I will receive a full refund of this fee.</p>			
<b>Signature :</b>		<b>Date:</b>	/ /
<b>SECTION 4 – Appeal Details</b>			
Please tick the area relating to your grounds for appeal:			
<input type="checkbox"/> Incorrect assessment decision <input type="checkbox"/> Inappropriate assessment task/process <input type="checkbox"/> Bias of the assessor <input type="checkbox"/> Faulty, inappropriate or lack of equipment <input type="checkbox"/> Lack of competence of assessor <input type="checkbox"/> Inappropriate assessment conditions <input type="checkbox"/> Incorrect information provided regarding assessment			
Please outline the situation for your appeal:			
Appeal discussed with the Assessor : <input type="checkbox"/> YES <input type="checkbox"/> NO Appeal has been successfully resolved: <input type="checkbox"/> YES <input type="checkbox"/> NO			

Admin Use Only					
<input type="checkbox"/>	Appeal Form Received (Admin)	<b>Initial</b>		<b>Date:</b>	/ /
<input type="checkbox"/>	Appeal Lodgement recorded (Register)	<b>Initial</b>		<b>Date:</b>	/ /
<input type="checkbox"/>	Letter of Acknowledgement sent	<b>Initial</b>		<b>Date:</b>	/ /
<input type="checkbox"/>	Appeal Forwarded to Director	<b>Initial</b>		<b>Date:</b>	/ /
<b>Note: Use "Appeals Progress Form" to record further actions regarding this Appeal</b>					