



## Feedback Form

We welcome and value all feedback for LITA Training's from anyone, including students, our staff, employers and others. If you have a **compliment or suggestion for improvement**, please complete this Form. You may print and complete this Form and submit to any LITA Training staff or alternatively, call LITA Training on 08) 8735 1474 and the Form will be completed on your behalf.

1. **Date:**

2. **Your Name** (*OPTIONAL ONLY*):

\_\_\_\_\_

3. **Your Contact Phone Number** (*OPTIONAL ONLY*): \_\_\_\_\_

4. **I am** (*MANDATORY TO TICK THE RELEVANT BOX*):

- a current student
- a current staff member
- industry/employer representative
- other

**I would like to say the following** (*Please include as much detail as possible. Feel free to add further pages*):

5. **Would you like LITA Training to contact you about your feedback?**

- yes
- no

### Complaints and Appeals Policy

LITA Training takes all complaints seriously. We have strict procedures in place to guarantee that all complaints and appeals, against any LITA Training decision or service, are dealt with in a thorough and transparent manner. Our *Complaints and Appeals Policy* and Procedure provides details of these procedures and is available on our website and through our Student and Staff Handbooks.