Appeals Progress Form

Appeals are to be resolved within 28 days

SECTION 1 – Appellant Details			
Name:		**Title:**	☐ Mr ☐ Mrs ☐ Ms ☐ Miss
Email:		**Tel/ Mobile:**	

SECTION 2 – ACTIONS: General Manager			
Review and Determination			
Reviewed by :		**Date:**	

Notes :

Director Determination :

☐ Appeal Upheld (Progress to Certification) ☐ Appeal Rejected (Resume Assessment processes)

☐ Appellant Notified in writing	**Initial**		**Date:**
☐ Appellant Satisfied with Outcome			
☐ Appellant advised of External Arbitration	**Initial**		**Date:**

Signature :		**Date:**	

SECTION 3 – ACTIONS: Independent Assessor			
Independent Assessor Review and Determination			
Assessor Name :		**Date:**	

Assessor Notes :

☐ Appellant Interviewed	**Initial**		**Date:**

Independent Assessor Determination :

☐ Appeal Upheld (Progress to Certification) ☐ Appeal Rejected (Resume Assessment processes)

☐ Appellant Notified in writing	**Initial**		**Date:**

☐ Appellant Satisfied with Outcome ☐ Appellant advised of External Arbitration	**Initial**		**Date:**
Signature :		**Date:**	

SECTION 4 – ACTIONS: Re-Assessment

Assessor Name :		**Date:**	

Re-Assessment process :

Determination from Re-Assessment :

☐ Satisfactory ☐ Not Yet Satisfactory

SECTION 5 – ACTIONS: Referred to Independent Arbitrator

Independent Arbitrator Review and Determination

Arbitrator Name :		**Date:**	

Arbitrator Notes :

Independent Arbitrator Determination :

☐ Appeal Upheld (Progress to Certification) ☐ Appeal Rejected

IST Further Actions (as a result of External Arbitrator Determination) :

☐
☐
☐
☐

Manager Signature :		**Date:**	

SECTION 6 – Appeal Finalised

☐ Appellant Notified in writing	**Initial**		**Date:**

☐ Appeal Outcome recorded in Register	**Initial**		**Date:**	
☐ Appeal Outcome recorded in SMS	**Initial**		**Date:**	
☐ Appellant Paid fee of $	**Initial**		**Date:**	
☐ Appellant refunded fee (if appeal upheld)	**Initial**		**Date:**	
☐ Appeal Closed	**Initial**		**Date:**	
Manager Signature :			**Date:**	