

| Assessment Appeals Progress Form | | | Appeals No. | |
|---|----------------|---------------------|--|-----|
| Appeals are to be resolved within xx days | | | | |
| SECTION 1 – Appellant Details | | | | |
| Name: | | Title: | <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss | |
| Email: | | Tel/ Mobile: | | |
| SECTION 2 – ACTIONS: Compliance Manager | | | | |
| Review and Determination | | | | |
| Reviewed by: | | Date: | / / | |
| Notes: | | | | |
| Determination: | | | | |
| <input type="checkbox"/> Appeal Upheld (Progress to Certification Assessment processes) <input type="checkbox"/> Appeal Rejected (Resume Assessment processes) | | | | |
| <input type="checkbox"/> Appellant Notified in writing | Initial | | Date: | / / |
| <input type="checkbox"/> Appellant Satisfied with Outcome | | | | |
| <input type="checkbox"/> Appellant advised of External Arbitration | Initial | | Date: | / / |
| Signature: | | Date: | / / | |
| SECTION 3 – ACTIONS: Independent Assessor | | | | |
| Independent Assessor Review and Determination | | | | |
| Assessor Name: | | Date: | / / | |
| Assessor Notes: | | | | |
| <input type="checkbox"/> Appellant Interviewed | Initial | | Date: | / / |

| | | | |
|--|---------|--|-----|
| Independent Assessor Determination: | | | |
| <input type="checkbox"/> Appeal Upheld (Progress to Certification) Assessment processes) | | <input type="checkbox"/> Appeal Rejected (Resume | |
| <input type="checkbox"/> Appellant Notified in writing | Initial | Date: | / / |
| <input type="checkbox"/> Appellant Satisfied with Outcome | | | |
| <input type="checkbox"/> Appellant advised of External Arbitration | Initial | Date: | / / |
| Signature: | | Date: | / / |
| SECTION 4 – ACTIONS: Re-Assessment | | | |
| Assessor Name: | | Date: | / / |
| Re-Assessment process: | | | |
| Determination from Re-Assessment: | | | |
| <input type="checkbox"/> Satisfactory | | <input type="checkbox"/> Not Yet Satisfactory | |
| SECTION 5 – ACTIONS: Referred to Independent Arbitrator | | | |
| Independent Arbitrator Review and Determination | | | |
| Arbitrator Name: | | Date: | / / |
| Arbitrator Notes: | | | |
| Independent Arbitrator Determination: | | | |
| <input type="checkbox"/> Appeal Upheld (Progress to Certification) | | <input type="checkbox"/> Appeal Rejected | |
| The Australian Institute of Commerce and Technology Further Actions (as a result of External Arbitrator Determination): | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |

| | | | |
|--|----------------|--------------|------------------|
| Compliance Managers Signature: | | Date: | / / |
| SECTION 6 – Appeal Finalised | | | |
| <input type="checkbox"/> Appellant Notified in writing | Initial | | Date: / / |
| <input type="checkbox"/> Appeal Outcome recorded in Register | Initial | | Date: / / |
| <input type="checkbox"/> Appeal Outcome recorded in SMS | Initial | | Date: / / |
| <input type="checkbox"/> Appellant Paid fee of \$ | Initial | | Date: / / |
| <input type="checkbox"/> Appellant refunded fee (if appeal upheld) | Initial | | Date: / / |
| <input type="checkbox"/> Appeal Closed | Initial | | Date: / / |
| Compliance Managers Signature: | | Date: | / / |