

Complaints Procedures

STEP 1 – Initial Review of Complaint

| No. | Who | Actions |
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| 1.1 | Student | a) Raises the concern with The Australian Institute of Commerce and Technology staff. |
| 1.2 | Staff | a) Attempt to resolve the complaint immediately. |
| 1.3 | Staff | a) If the matter is successfully resolved, complete the “ Complaints Lodgement Form ” and submit to Admin for processing. b) If the matter is not resolved, advise student of their right to make a formal complaint referring them to the Complaints policy. c) Provide student with access to the “ Complaints Lodgement Form ”. |
| 1.4 | Compliance Manager | a) Enter details of Complaint into Student Management system (SMS) b) Enter details of Complaint into Complaints Register . c) Note actions on “ Complaints Lodgement Form ”. d) Notify CEO/PEO of the resolved Complaint. e) File “ Complaints Lodgement Form ” (if appeal resolved) onto Student file. |

STEP 2 – Lodgement of Complaint

| No. | Who | Actions |
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| 2.1 | Student | a) Lodges a complaint in writing using the “ Complaints Lodgement form ”. b) Submits within seven (7) days of the date of the issue. |
| 2.2 | Compliance Manager | a) Enter details of complaint into Student Management system (SMS) b) Enter details of complaint into Complaints Register . c) Note actions on “ Complaints Lodgement Form ”. d) Print and commence “ Complaints Progress Form ”. e) Provide all documentation to CEO/PEO for action. |
| 2.3 | Compliance Manager | a) On receipt of the complaint documentation, acknowledge receipt of the claim, in writing, to the complainant within two (2) working days, this may be via email, letter or fax. b) Keep all documentation in a Complaints file, which will remain in place until the complaint is resolved. After which time all complaints documentation will be placed on the Student file. |

STEP 3 – Processing the Complaint

| No. | Who | Actions |
|-----|---------------------------|--|
| 3.1 | Compliance Manager | a) Implement appropriate resolution techniques to resolve the issue promptly to the mutual satisfaction of all parties. b) Inform any respondent(s) (if applicable) by letter, that a complaint has been received. This letter will be forwarded within 2 (two) working days of receipt of the original formal complaint. |
| 3.2 | Compliance Manager | a) Review, investigate and mediate to resolve the complaint within seven (7) days. Actions which may be taken include, but are not limited to: i. Discussing the facts of the complaint with the complainant. |

Complaints Procedures

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| | | <ul style="list-style-type: none"> ii. Where appropriate and applicable, discuss the complaint with the respondent giving details of the complaint and complainant, giving cause to procedural fairness. iii. Where appropriate and applicable, encourage and facilitate the disputants to engage in mediation on an informal level. iv. Interview all parties individually, including any witnesses. v. Conduct interviews privately and confidentially vi. Where applicable, report the outcome of the meeting with the respondent to the complainant. vii. Seek preferred outcome from each of the parties. |
| 3.3 | Compliance Manager | <ul style="list-style-type: none"> a) Determine a resolution to resolve the complaint, within The Australian Institute of Commerce and Technology policies. b) Advise all parties of the outcome of the complaint in writing, within five (5) working days. c) Inform the parent(s)/legal custodian(s) of the student if the student is younger than 18 years of age |
| 3.4 | CEO/PEO | <ul style="list-style-type: none"> a) Confirm all parties are satisfied with the outcome of the complaint. b) If student is dissatisfied with outcome, advise the student of their right to further progress the appeal through the External Arbitrator. (See to Step 5) c) Note actions on “Complaints Progress Form”. |

STEP 4 – Finalising the Complaint

| No. | Who | Actions |
|-----|---------------------------|--|
| 4.1 | Compliance Manager | <ul style="list-style-type: none"> a) Complete all necessary documentation including the “Complaints Progress form”, noting actions and outcomes of the complaints resolution process. b) Place all documentation in the student’s complaints file and provide to admin for completion. c) Implement agreed actions and /or administrative arrangements. d) Monitor the learning environment to ensure that the behaviour/incident does not re-occur. |
| 4.2 | Compliance Manager | <ul style="list-style-type: none"> a) Enter details of complaint outcome into Student Management system (SMS) b) Enter details of complaint outcome into Complaints Register. c) Note actions on and complete the “Complaints Progress Form”. d) Place all documentation from complaint file onto Student file. |
| 4.3 | CEO/PEO | <ul style="list-style-type: none"> a) Ensure that the issue, policy and procedures relating to any substantiated complaint is reviewed and progressed through continuous improvement processes, as appropriate |

STEP 5 – Referral to External Arbitrator

| No. | Who | Actions |
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| 5.1 | CEO/PEO or Student | <ul style="list-style-type: none"> a) Contact and engage the External Arbitrator for a review of the complaint, providing all relevant documentation. b) Cooperate with External Arbitrator for a review of the complaint. |
| 5.2 | External Arbitrator | <ul style="list-style-type: none"> a) Review, investigate and mediate the complaint with all relevant parties and make a ruling. |

| Complaints Procedures | | |
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| | | <ul style="list-style-type: none"> b) Prepare a formal written report on the investigation, providing a copy to both CEO/PEO The Australian Institute of Commerce and Technology and complainant. c) The Australian Institute of Commerce and Technology will abide by any resolutions as recommended by the External Arbitrator. |
| 5.3 | CEO/PEO | a) If the complaint is upheld, go to Step 4.1. |
| 5.4 | CEO/PEO | <ul style="list-style-type: none"> a) If the complaint is rejected notify the complainant in writing that the original decision is to stand. b) Go to Step 4.1. |