



ST MARY'S COLLEGE
IPSWICH
a community

St Mary's College RTO (30360)
Complaints and Appeals Policy and Procedures

Complaints and appeals policy and procedures

The school, as an RTO, has a complaints and appeals policy specific to its RTO operations.

The Principal (as the chief executive officer) of the school RTO is ultimately responsible for ensuring that the school RTO complies with the VET Quality Framework (VQF). This includes the complaints and appeals policy and procedures.

A **complaint** can be made to the school RTO regarding the conduct of:

- the school RTO, its trainers, assessors or other school RTO staff
- students of the RTO
- any third parties providing services on behalf of the school RTO (if relevant).

Complaints may be made to any member of staff.

An **appeal** can be made to the school RTO to request a review of a decision, including assessment decisions.

Appeals should be made to the trainer/assessor in the first instance, but can also be made to Heads of Department or the RTO Manager.

The school RTO (St Mary's College Ipswich 30360) will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process.

1. Any staff member can receive a complaint or appeal. Where possible, complaints are resolved immediately.
2. All complaints and appeals are heard and resolved within 60 calendar days of receipt.
 - If the school RTO considers that more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons for the extended timeframe in writing and will be regularly updated on the progress of the matter.
3. The school RTO will maintain a secure Complaints and Appeals Register, documenting all complaints and appeals received, as well as actions taken and decisions made.
4. The school RTO will undertake a continuous improvement process that includes reviewing both the details in the Complaints and Appeals Register, and the complaints and appeals policy and procedures, and taking appropriate corrective action to eliminate or mitigate the likelihood of the same problems occurring again.

Procedures

1. If a complaint relates to a report about harm or safety, St Mary's Student Protection procedures will be followed.
2. A verbal complaint can be made. On receipt of a verbal complaint:
 - The staff member will resolve the complaint if possible, documenting the complaint by sending the following details to the RTO manger to document in the secure Complaints and Appeals Register (the cause, actions taken and decisions made).
 - If the complaint cannot be promptly and simply resolved, the staff member will liaise with the appropriate staff member who can deal with the complaint. A written record of the complaint is now required.
3. A complaint/appeal can be put in writing:
 - The complainant/appellant may use the support of a third party in progressing the complaint/appeal
 - The complainant/appellant can put the complaint/appeal in writing themselves or use the complaint form available at on [the student portal under forms](#)

4. On receipt of a written complaint/appeal:
 - if the complaint/appeal is not in relation to the RTO Manager
 - It will be forwarded to the RTO Manager
 - The RTO manager will enter it into the secure Complaints and Appeals Register.
 - if the complaint is in relation to the RTO Manager forward it to the Deputy Principal responsible for the Senior School who will enter it into a separate secure Complaints and Appeals Register, which is kept separate from the main Register.
 - A written acknowledgement to the complainant from either the RTO Manager or the Deputy Principal responsible for the Senior School, will be sent in a timely manner.
5. To resolve the complaint/appeal, the RTO Manager and/or Deputy Principal:
 - Will discuss the issue/s with the staff member to whom the complaint/appeal was made
 - Will give the complainant/appellant an opportunity to present their case (they may be accompanied by other people as support or as representation)
 - Will give the relevant staff member, third party or student (as applicable) an opportunity to present their case. They also may be accompanied by other people as support or as representation.
 - if necessary, an independent panel will be convened called the Complaints and Appeals Committee, to hear the complaint/appeal. Committee members will not have had previous involvement with the complaint/appeal, and will include:
 - a representative of the Principal
 - one or more representative/s of the teaching staff
 - an independent person.

The issue/s will then be dealt with the outcome/decision will be communicated to all parties in writing within 60 days of receipt of the complaint/appeal. The complaint/ appeal will be documented including the cause, actions taken and decisions made — in the appropriate secure Complaints and Appeals Register.
6. If the complaint/appeal is not finalised within 60 calendar days of its receipt, inform the complainant/appellant of the reasons in writing and regularly update them on the progress of the matter.
7. If the procedures fail to resolve the issue/s, the complainant/appellant may have the outcome reviewed (on request) by an appropriate party independent of the RTO.
8. If the complainant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints (<https://www.qcaa.qld.edu.au/senior/vet/rto-registration-audits/appeals-complaints-enforcement>).
9. The school RTO will undertake a continuous improvement process that includes:
 - reviewing the details in the Complaints and Appeals Register
 - reviewing the complaints and appeals policy and procedures
 - taking appropriate corrective action to eliminate or mitigate the likelihood of the same problems occurring again.

If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.