

Comments, Complaints and Compliments

We at Federation Training value your feedback.
If there is something you wish to let us know about,
please complete the details below.

Date: _____

I would like to pass on a:

Compliment Comment Suggestion Complaint

My feedback is in relation to:

Teaching / Assessment Student Behaviour IT
Equipment / Facilities Staff Behaviour Fees / Refunds
Enrolment / Certification Student Support

Other (please give details) _____

I am a:

Student Staff Member Member of Public

Other (please give details) _____

Campus:

Bairnsdale Chadstone Lakes Entrance Leongatha
Morwell Sale/Fulham Traralgon Warragul
Yallourn Online Other _____

Please summarise your feedback:

Is this your first feedback regarding this matter? YES NO

Comments, Complaints and Compliments

Please outline a possible resolution:

Contact details:

All feedback is treated as confidential. Your contact details may be required for us to act on your feedback. If you choose to remain anonymous, we will be unable to advise you of any outcome.

Name: _____

Postal Address: _____

Contact Number: _____ Email: _____

If emailing this form, please SAVE to your computer or device prior to sending.

Email: QA@federationtraining.edu.au or

Post: Quality Assurance Federation Training PO Box 3279 Gippsland Mail Centre MORWELL VIC 3841

OFFICE USE ONLY

Date Received:		Feedback Number:	
Date of Acknowledgement:		Forwarded to:	
Expected Resolution Date:		Department:	
Date of Closure:		Location:	
Further Action if Required			