

2022

POOL SAFETY BARRIER TRAINING  
**Complaint Form**

Student complaint form.

Pool Safety Barrier Training  
79 Rosedale Street, Coopers Plains, QLD 4108  
RTO Number: 41251  
Phone: 07 3180 3148  
[www.cvepoolsafety.edu.au](http://www.cvepoolsafety.edu.au)



# Complaint Form

By filing in this form you will be lodging a formal complaint.

We thank you for taking the time to notify us of your concern. We value your feedback and hope to be able to resolve your complaint as soon as possible.

A reply will be forwarded to you within 7 days.

Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

\_\_\_\_\_

Please detail your concern in full, giving as much detail as possible, include extra pages if necessary. Please include:

- A brief description of the complaint
- Whether you wish to formally present your case
- The steps you have taken to deal with the it
- What you would like to happen to fix the problem and prevent it from happening again.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date:     /     /

**We will be in contact within 7 days, Thank You**



### OFFICE USE ONLY

Received by: \_\_\_\_\_ Complaints Number Issued: \_\_\_\_\_

Date:     /     /

Action Taken: \_\_\_\_\_



Date of response:     /     /     Follow up date:     /     /

Specify improvement possible based on complaint: \_\_\_\_\_

