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 RTO 4520

### TPS Complaint and Appeals Form

|   |                  |  |               |
|---|------------------|--|---------------|
| <b>Your Name</b>  |                  |  |               |
| <b>Contact Phone Number</b>   |                  |  |               |
| <b>Contact Email</b>  |                  |  |               |
| <b>Nature of Complaint or Appeal</b>  | <b>Complaint</b> |  | <b>Appeal</b> |
| <b>If your complaint or appeal is related to a particular training course, please provide details including course name, date, location, trainer etc.</b> |                  |  |               |
|   |                  |  |               |
|   |                  |  |               |
|   |                  |  |               |
|   |                  |  |               |
| <b>Please describe with as much details as possible the complaint or appeal.</b>  |                  |  |               |
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|   |                  |  |               |
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|   |                  |  |               |
|   |                  |  |               |
| <b>Were there any witnesses? Please list their name and contact details.</b>  |                  |  |               |
|   |                  |  |               |
|   |                  |  |               |
|   |                  |  |               |
| <b>What outcome would you like to see from raising this complaint or appeal.</b>  |                  |  |               |
|   |                  |  |               |
|   |                  |  |               |
|   |                  |  |               |
|   |                  |  |               |

Please complete the above form and return to Tom Price and Sons within 7 days of situation occurring for corrective action to be undertaken. Submissions can be provided in person, via email to [robert@tpstraining.com.au](mailto:robert@tpstraining.com.au) or by post Attention to General Manager at U1/32 Halifax Drive, Davenport WA, 6230.