

This policy and associated procedures outline Mega Truck Training's approach to managing complaints and appeals. This is to ensure that complaints are handled in a transparent way, as well as fairly, efficiently and effectively.

This policy and associated procedures meet the requirements of Standard 2.7 of the Outcome Standards for RTOs 2025.

Note that mechanisms for providing feedback is addressed in our Quality Assurance Policy and Associated Procedures.

#### Policy statements

Complaints may be made against Mega Truck Training, its trainers and assessors and other staff, a learner of Mega Truck Training, as well as any third party providing services on behalf of Mega Truck Training.

Complaints can be in relation to any aspect of Mega Truck Training's services provided.

Appeals can be made in respect of any decision made by Mega Truck Training. An appeal is a request for Mega Truck Training decision to be reviewed in relation to a matter, including assessment appeals.

In managing complaints, Mega Truck Training will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaint process. This means reviewing each complaint or appeal in an objective and consistent manner.

Mega Truck Training will appoint relevant person/s to manage complaints and appeals.

The internal complaints and appeals process will be conducted at no cost to students.

Potential causes of complaints and appeals will be investigated and corrective and preventative action will be taken in relation to complaint and appeals. Complaints and appeals will also be seen as an opportunity for improvement.

All individuals, including third parties will be informed of allegations made and will have the opportunity to present their case.

Nothing in this policy and procedure limits the rights of an individual to take action under Australia's Consumer Protection laws and it does not circumscribe an individual's rights to pursue other legal remedies.

Mega Truck Training encourages complainants to first seek to address the issue informally by discussing it with the person involved. However, if the person is not comfortable with this or has tried this unsuccessfully, they are to follow the procedures below.

All records of complaints and appeals will be kept by Mega Truck Training and entered into the complaints and appeals register.

Complaints and appeals are to be made as follows:

Submit complaint or appeal in writing using the complaints and appeals form. The complaints and appeals form outlines the information that should be provided.

Submit complaint within 30 calendar days of the incident or in the case of an appeal within 30 calendar days of the decision being made.

Complaints and appeals will be responded to as follows:

The complaint or appeal will be acknowledged in writing within 3 working days of receipt.

Review of the complaint or appeal will commence within 5 working days of receiving the complaints.

Complaints and appeals will be finalised as soon as practicable or within 30 calendar days.

Where the complaint or appeal is complex and is expected to take more than 60 calendar days to process, Mega Truck Training will write to inform the complainant or appellant of this including the reasons for such. Following this update, regular updates will be provided of progress.

The outcomes of the complaints and appeals process will be communicated in writing to the person making the complaint or appeals. This will also include the reasons for the outcome.

Each individual involved in the complaint may have a support person of their choice present at any meetings to resolve the complaint or appeal.

An independent assessor will be identified to conduct a review of an assessment decision that is being appealed.

Students' enrolment will be maintained throughout the complaints and appeals process unless the complaint is in relation to misconduct.

Students' enrolment will also be maintained throughout the internal appeals processes.

Additionally:

if the appeal is against Mega Truck Training's decision to cancel the student's enrolment for unsatisfactory course progress or attendance, the student's enrolment will be maintained until the external process is completed and has supported or not supported Mega Truck Training's decision to cancel their enrolment

if the appeal is against Mega Truck Training's decision to defer, suspend or cancel a student's enrolment due to misbehaviour, Mega Truck Training will cancel the student's enrolment after the outcome of the internal appeals process.

Where the internal process has failed to resolve the complaint or appeal, the matter will be referred to an independent mediator.

All associated costs are to be met by the complainant/appellant unless it is Mega Truck Training that made the decision to appoint the independent party.

The independent party recommended by Mega Truck Training for cases involving domestic students is the Resolution Institute. However, another mediator of the student's choice can be appointed.

During the mediation process, Mega Truck Training will cooperate in full and commits to immediately implement the decision or recommendation made by the external mediator and/or take preventative or corrective action required by the decision or recommendation.

All actions taken will be communicated in writing to students.

Complaints can also be made to the organisations indicated below:

NATIONAL TRAINING COMPLAINTS HOTLINE:

The National Training Complaints Hotline is a national service for consumers to register complaints concerning vocational education and training. The service refers consumers to the appropriate agency/authority/jurisdiction to assist with their complaint. Access to the Hotline is through:

Phone: 13 38 73, Monday–Friday, 8am to 6pm nationally

Email:

TRAINING ACCREDITATION COUNCIL (TAC)

Complainants may also complain to our registering body, TAC.

More information can be found at:

TAC has also published a guide on its complaint management here: .

Procedures

The CEO is responsible for:

investigating complaints and appeals

making decisions about complaints and appeals in conjunction with others

facilitating external decisions.

The Administration and Student Support Officer is responsible for:

processing complaints and appeals forms

filing all documentation.