

## SC4: Complaints and Appeals Policy & Procedure

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### Purpose

The purpose of this policy and procedure is to outline Wissen Holdings Pty Ltd trading as Atlas College approach to managing dissatisfaction, formal complaints and appeals of students, clients, staff and other members of the community. It provides a transparent approach for all complaints and appeals to be addressed in a fair, efficient and confidential manner.

This policy and procedure ensure compliance with Standard 6 of the Standards, as well as compliance with the of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, Standard 10.

### Definitions

**ASQA** means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body

**Appeal** means a request for a decision made by Atlas College to be reviewed

**DESE** means Department of Education, Skills and Employment

**Complaint** means a person's formal expression of dissatisfaction with any product or service provided by Atlas College.

**PRISMS** mean Provider Registration and International Students Management System

**Services** mean training, assessment, related educational and support services and/or activities related to the recruitment of prospective learners. It does not include services such as student counselling, mediation or ICT support

**Standards** mean the Standards for Registered Training Organizations (RTOs) 2015 from the VET Quality Framework

### Policy

1. Atlas College responds to all allegations involving the conduct of:
  - its trainers and assessors and other staff.
  - Any third-party providing Services on behalf of Atlas College.
  - Any student or client of Atlas College.
2. Complaints may be made in relation to any of Atlas College services and activities such as:
  - the application and enrolment process
  - marketing information
  - the quality of training and assessment provided
  - training and assessment matters, including student progress, student support and assessment requirements
  - the way someone has been treated
  - the actions of another student
3. Appeals should be made to request that a decision made by Atlas College is reviewed. Decisions may have been about:
  - course admissions
  - refund assessments
  - response to a complaint
  - assessment outcomes/results
  - other general decisions made by Atlas College
4. Atlas College is committed to developing a procedurally fair complaints and appeals process that is carried out free from bias, following the principles of natural justice.

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5. If the matter cannot be resolved informally, a process is in place for lodging a formal complaint or appeal. Through this policy and procedure, Atlas College ensures that complaints and appeals:
  - Are responded to in a consistent and transparent manner.
  - Are responded to promptly, objectively, with sensitivity and confidentiality.
  - Are able to be made at no cost to the individual.
  - Enable the complainant or appellant to be accompanied by a support person at any meetings that occur during the process.
  - Are used as an opportunity to identify potential causes of the complaint or appeal and take required remedial actions to prevent the issues from recurring as well as identifying any areas for improvement.
6. Atlas College acknowledges the need for students for an appropriate independent party to be appointed to review a matter where this is requested by the complainant or appellant and the internal processes have failed to resolve the matter. Costs associated with independent parties to review a matter must be covered by the complainant/appellant unless the decision to include an independent party was made by Atlas College. Where an international student is not satisfied with the outcome or conduct of the internal process, they are referred to the Overseas Students Ombudsman (OSO). This service is free of charge.
7. Complaints and appeals should be made in writing using the Student Complaints Form or other written format and sent to Atlas College at 263 King Street, Mascot NSW 2020 Australia and attention: Administration Office in person or by using Atlas College email. Appeals must be made within 30 calendar days of the original decision being made. When making a complaint or appeal, provide as much information as possible to enable Atlas College to investigate and determine an appropriate solution. This should include:
  - The issue the student is complaining about or the decision against is appealing – describing what happened and how it affected the student.
  - Any evidence to support the complaint or appeal.
  - Details about the steps that already have been taken to resolve the issue.
  - Suggestions about how the matter might be resolved.
8. Some or all members of the management team of Atlas College will be involved in resolving complaints and appeals as outlined in the procedures. Where a third-party delivering Services on behalf of Atlas College is involved, they will also be included in the process of resolving the complaint or appeal.
9. Where a student chooses to access this policy and procedure, Atlas College will maintain the student's enrolment while the complaints/appeals handling process is ongoing.
10. The enrolment status of the student will be handled as follows:
  - Atlas College will maintain a student's enrolment throughout the internal appeals processes without notifying DESE via PRISMS of a change in enrolment status. In the case of an external appeals process it will depend on the type of appeal as to whether Atlas College maintains the student's enrolment as follows:
    - If the appeal is against Atlas College decision to report the student 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 Atlas College decision to report.
    - If the appeal is against Atlas College decision to defer, suspend or cancel a student's enrolment due to misbehaviour, Atlas College will notify DESE via PRISMS of a change to the student's enrolment after the outcome of the internal appeals process.
11. Complaints and appeals will be finalised within 60 calendar days unless there is a significant reason for the matter to take longer. In matters where additional time is needed, the complainant or appellant will be advised in writing

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of the reasons and will be updated weekly on the progress of the matter until such a time as the matter is resolved.

12. Atlas College will maintain a record of all complaints and appeals and their outcomes on the *Complaints and Appeals Register* to allow all parties appropriate access. All records relating to complaint and appeals will be treated as confidential and will be covered by Atlas College Privacy Policy.
13. This policy and related procedure do not replace or modify those or any other responsibilities which may arise under other policies or under statute or any other law. Nothing in this policy and procedure limits the rights of an individual to act under Australia's Consumer Protection Laws and it does not circumscribe an individual's rights to pursue other legal remedies.

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Procedure

**Complaints**

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Procedure	Responsibility
<p><b>Receive and Acknowledge the Complaint</b></p> <ul style="list-style-type: none"> <li>As per policy, complaints are to be made in writing by the complainant, attention to the Student Support Service Officer</li> <li>The Student Support Service Officer should review all complaints upon receipt.</li> <li>Acknowledge receipt of the complaint in writing by sending a letter to the complainant within <b>3 working days</b> of receipt by <i>using Receipt of Formal Complaint &amp; Appeal Notice</i></li> <li>Record details of the complaint on the <i>Complaints and Appeals Register</i></li> <li>Commence the process of investigation within 10 working days of receiving the complaint.</li> </ul>	<p>Student Support Services Officer</p>
<p><b>Investigate the Complaint</b></p> <ul style="list-style-type: none"> <li>Upon receiving the complaint, the matter is to be investigated to ensure all relevant information is available and it is accurate and complete.</li> <li>Further details from the complainant, respondent or other involved parties may be requested during this stage. This may be in writing, over the phone, or face-to-face. Where the meeting is face to face, the complainant may be accompanied by a support person.</li> <li>If the matter is in relation to a third-party delivering Services on behalf of Atlas College the third party should be involved in the resolution of the complaint.</li> <li>The Student Support Service Officer will review the information and decide on an appropriate response. Where deemed necessary by the Student Support Service Officer, the matter may be reviewed by other members of the management team to arrive at an appropriate resolution.</li> <li>Note: The complaint must be completely resolved within 60 calendar days of receipt of the original complaint. If the matter is particularly complex and it is going to take longer to resolve, the complainant is to be advised in writing along with reasons for the extra time. They must be provided with updates on progress on a weekly basis thereafter until the matter is resolved.</li> </ul>	<p>Student Support Service Officer</p>

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Procedure	Responsibility
<p><b>Advise of the Outcome and Update Records</b></p> <ul style="list-style-type: none"> <li>• Provide a written response to the complainant outlining:               <ul style="list-style-type: none"> <li>– The Atlas College’s understanding of the complaint</li> <li>– The steps are taken to investigate and resolve the complaint</li> <li>– Decisions made about resolution, with reasons for the decisions made</li> <li>– Areas that have been identified as possible causes of the complaint and improvements to be recommended</li> <li>– Students’ right to access the appeals process with the CEO of Atlas College if they are not satisfied with the outcome of the complaints process.</li> </ul> </li> <li>• Update the <i>Complaints and Appeals Register</i> so it includes the outcome of the complaint.</li> <li>• Update the <i>Continuous Improvement Register</i> if applicable for any improvements to be made as an outcome.</li> <li>• Keep a copy of the complaint and supporting documents in the student or staff file (where relevant).</li> <li>• Discuss the complaint and its outcome at the next management meeting.</li> </ul>	<p>Student Support Service Officer</p>

### Appeals

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Procedure	Responsibility
<p><b>Receive and Acknowledge the Appeal</b></p> <ul style="list-style-type: none"> <li>As per policy, appeals are to be made in writing by the appellant, attention to the CEO.</li> <li>The CEO should review all appeals upon receipt.</li> <li>Acknowledge receipt of the appeal in writing by sending a letter to the appellant within <b>3 working days of receipt</b>. Use <i>Receipt of formal Complaints and Appeal Notice</i>.</li> <li>Record details of appeal on the <i>Complaints and Appeals Register</i></li> </ul>	CEO
<p><b>Respond to Assessment Appeals</b></p> <ul style="list-style-type: none"> <li>In the case of appeals against assessment decisions, the original assessment decision will be reviewed by having an assessor independent of the original decision, mark the assessment task again.</li> <li>The assessment decision made during the appeals process will be considered the actual assessment outcome for the task.</li> <li>Advise the student of the outcome of the appeal as per point G below.</li> </ul>	CEO
<p><b>Respond to Appeals Against Non-Academic Decisions</b></p> <ul style="list-style-type: none"> <li>Upon receiving the appeal, the matter is to be investigated to identify the original decision made and the reasons for the decision.</li> <li>Further details from the appellant, respondent, the person who made the original decision, or other involved parties may be requested during this stage. This may be in writing, over the phone, or face-to-face.</li> <li>If the matter is in relation to a third-party delivering Services on behalf of Atlas College, the third party should be involved in the resolution of the appeal.</li> <li>The appellant may request for an independent party (mediator) to be involved in the process. Where this is requested by the appellant, they will bear the costs associated. Additionally, Atlas College may decide to call upon an independent mediator to assist to resolve the issue where a decision cannot be reached internally. This will be at Atlas College cost.</li> <li>Atlas College CEO will review all relevant information and decide on an appropriate response.</li> <li>Note: The appeal must be resolved within 60 calendar days of receipt of the original appeal. If the matter is particularly complex and it is going to take longer to resolve, the appellant must be advised in writing along with reasons for the extra time. They must be provided with progress updates on a weekly basis thereafter until the matter is resolved.</li> </ul>	CEO Student Support Service Officer



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<p><b>Advise Appellant of the Outcome and Update Records</b></p> <ul style="list-style-type: none"> <li>Provide a written response to the appellant outlining: <ul style="list-style-type: none"> <li>Atlas College’s understanding of the reasons for the appeal</li> <li>The steps are taken to investigate and resolve the appeal</li> <li>Decisions made about resolution and reasons for the decisions</li> <li>If relevant, areas that have been identified as possible causes of the appeal and improvements to be recommended</li> <li>Their right to, and information on, the external appeals process.</li> <li>For international students, the effect on their enrolment status (see enrolment status in policy – SC-6(G))</li> </ul> </li> <li>Update the <i>Complaints and Appeals Register</i> so it includes the outcome of the appeal.</li> <li>Update the <i>Continuous Improvement Register</i> if applicable for any improvements to be made as an outcome.</li> <li>Keep a copy of the appeal and supporting documents in the Complaints file and in the student or staff file (where relevant).</li> <li>Discuss the appeal and its outcome at the next management meeting.</li> </ul>	CEO

### Independent Reviews by External Party (External Dispute Resolution)

Procedure	Responsibility
<p><b>External Complaint or Appeal</b></p> <ul style="list-style-type: none"> <li>If dissatisfied with the internal processes, the complainant/appellant may initiate an external complaint or appeal.</li> <li>Additionally, a complainant or appellant who has been through the internal processes may request Atlas College to appoint an independent party to review the matter.</li> <li>For all academic disputes, Atlas College has made arrangements with Mediation Institute for an effective and efficient way to handle student’s complaints or appeals for an external independent review and dispute resolution. All academic EDR matters to be referred to the Mediation Institute.</li> <li>For international students, all non-academic EDR matters to be referred to the Overseas Students Ombudsman.</li> <li>Atlas College will co-operate fully in the process of the external party to investigate and review the matter. This will include and not be limited to providing full access to the relevant student file/s and the internal complaints record where permitted to do so by law. All staff will be instructed to cooperate in such instances and to give an accurate account of the events as they understand them.</li> <li>Where the decision of the external party supports Atlas College, Atlas College will notify DESE via PRISMS of the change in enrolment status.</li> </ul>	Staff as required & CEO

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### Document Control

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