

The logo for CITC (Construction Industry Training Centre) features the letters 'CITC' in a bold, orange, sans-serif font.

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CITC 5.9 - Student Appeals Procedure

Process for student's to appeals a decision

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When to Make an Appeal?

Following the investigation of a grievance, the complainant may appeal against any decision or findings, once all parties receive the written report.

Lodging an Appeal

An appeal must be lodged, in writing to the CEO of CITC or Chair of the CITC Board of Trustees within fourteen days of notification of the decision or finding.

Appeals Committee

The CEO or Chair will delegate responsibility for organising an appeals committee.

1. The appeals committee will have the following members:
 - i. Chair (CITC Chair or CEO)
 - ii. CITC Manager, CITC Subject Advisor or delegate
 - iii. Trained Mediator
 - iv. Legal or Paralegal representative as necessary
2. After the Chair of the committee has consulted with all parties involved, including the investigating officer, a hearing will be conducted.
3. At the appeals hearing, the disputing parties and their representatives/advocates may make a written and/or verbal presentation to the committee.
4. After hearing all the evidence, the appeals committee will retire to make a decision.

Decision.

A decision, in writing, will be forwarded to all parties within five days of the hearing.

The decision of the appeals committee will be binding.