



GORDON INSTITUTE OF TAFE
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QA FO 05.01

This Action Form may be raised by a staff member, student, employer, customer or visitor who uses or is affected by The Gordon's services whether provided by a Gordon staff member, contractor or student. The person who initiates the Action Form must complete all information on this page. Please try to provide sufficient, accurate and clear information to allow your issue to be directed to the responsible relevant Manager at The Gordon.

You have a right to lodge an anonymous concern, or request that your name be kept out of an investigation, however you should be aware that this may limit The Gordon's ability to fully investigate and respond to your concerns, refer to our *Complaints and Appeals Policy QA PO 10* for further information.

In general The Gordon does not investigate an issue which is over 12 months old unless you provide a clear reason why you could not have contacted us sooner.

INITIATOR DETAILS			
Your Name		Date	
Email address		Phone number	
Student ID (if applicable)		Course Code and Name (if applicable)	

DETAILS / REQUEST FOR ACTION	
<i>Please complete details below and attach further information if needed eg details of any emails or conversations</i>	
What happened?	
When did it happen?	
Where did it happen?	
By whom (include names)?	
To whom (include names)?	
What were the consequences?	
What outcomes would you like?	

Email this form to rsw@gordontafe.edu.au OR mail to the address above.

Thank you for your voicing your concerns regarding The Gordon. You will receive an acknowledgement by the Risk, Safety and Wellness Office within two working days of receipt.

ACTION REQUEST INITIATED BY GORDON STAFF – if raised on behalf of a customer or client			
Staff member and contact no		Date	
Risk, Safety and Wellness office use only		Myosh #	