

# FEEDBACK, COMPLAINTS & COMPLIMENTS FORM



At South West TAFE we appreciate the requests and feedback you give us.

This enables us to assess the information we are providing and ensure that it meets your needs.

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## Please complete the following information regarding your feedback

**Date:**

**I would like to pass on:**

Compliment

Comment

Suggestion

Complaint

**I am a:**

Student

Support Staff

Teacher

Employer

Other - **please provide details:**

**Campus:**

Hamilton

Portland

Sherwood

Warrnambool

**Feedback:**

**A possible outcome:**

# FEEDBACK, COMPLAINTS & COMPLIMENTS FORM



## Contact details (Optional):

*\* Your contact details may be required for us to act on your feedback.*

**Name:**

**Contact Number:**

**Email Address:**

**If emailing this form please save to your computer or device prior to sending.**

**Email:** [Feedback@swtafe.vic.edu.au](mailto:Feedback@swtafe.vic.edu.au)

**Post:** Audit & Compliance Officer, PO Box 674 WARRNAMBOOL VIC 3280

**Feedback Box:** A Collection Box is located at the Front Reception at each Campus.

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## OFFICE USE ONLY

<b>Date Received:</b>		<b>Feedback No.:</b>	
<b>Date of Acknowledgement</b>		<b>Forwarded to:</b>	
<b>Date of Closure:</b>		<b>Department:</b>	
		<b>Location:</b>	
<b>Further Action required:</b>			