M.S Aviation Pty Ltd T/A Australian School of Commerce
RTO NO. 41089 I CRICOS NO.: 03489A
Melbourne Campus: Level 4, 123-129 Lonsdale Street Melbourne, Victoria 3000 Australia
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Ph: 1300 781 194 I E: Info@asoc.edu.au I W: www.asoc.edu.au
ABN: 87 160 483 447

Australian School of Commerce

SUGGESTION FORM

Name (Optional):			
Phone no. (Optional):		**Date:**	

Who are you?	☐ Student ☐ Trainer/Assessor ☐ Staff (Admin/Support) ☐ Faculty/Leadership ☐ Other: _____
Type of Suggestion	☐ Academic (courses, training delivery, learning resources) ☐ Student Support (welfare, wellbeing, counselling, inclusivity) ☐ Facilities (classrooms, library, labs, equipment, technology) ☐ Administration (enrolment, records, communication, forms) ☐ Workplace/Staff (HR, processes, policies, teamwork) ☐ Events & Engagement (excursions, workshops, activities) ☐ Other: _____
Suggestion	

I understand that personal information collected on this form will be managed in accordance with the Privacy Act 1988 and ASOC's Privacy Policy and may be shared with the regulators where required under the ESOS Act 2000 or National Code 2018.

Signature: _____ Date: _____ / _____ / _____

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OFFICE USE ONLY			
Particulars	**Name**	**Signature**	**Date**
Suggestion Received by:			
Reviewed/Assessed by:			
Is this leading to Feedback, Complaints and Appeals:	**Tick one**: ☐ Yes ☐ No *(Only if yes, continue to next section. Else, close the case with resolution provided.)*		
Does it require an entry to Continuous Improvement Register:	**Tick one**: ☐ Yes ☐ No *(Only if yes, continue to next section. Else, close the case with resolution provided.)*		
Resolution Provided/Action Taken:			
Decision/ Action Taken by:			
☐ Resolution provided on: _____ / _____ / _____			
ASOC Staff Signature: _____ Date: _____ / _____ / _____			