

Participant's Formal Grievance Form for APNA Endorsed Education, Resources or Providers

This form should be used if you wish to lodge a formal grievance with regards to an APNA Endorsed Educational Activity, Resource or Provider. The participant is encouraged to seek informal resolution of grievance in the first instant.

Section One: Participant Details

1.1 Contact name:

1.2 Phone number:

1.3 Email:

1.4 Name of education/resource/provider:

Section Two: Nature of Grievance

(Please attach documents if applicable)

Section Three: Steps the participant has taken to resolve this grievance

Section Four: Was the grievance resolved?

Yes No Date

Further action taken

Please return this form via one of the following mediums:

Post: APNA Professional Services
Level 17, 350 Queen Street
Melbourne VIC 3000

Fax: (03) 9322 9599

Email: endorsement@apna.asn.au

OFFICE USE ONLY

Date received: _____ Received by office member: _____

Entered in log (date): _____ Initial: _____