



Application for appeal

Please ensure that you read ANZCA [Regulation 31](#): Appeals process prior to submitting your request for an appeal. An appeal will be undertaken by an Appeals Committee and can only occur once a decision has already been reconsidered and reviewed as per [Regulation 30](#).

Personal details

College ID

First name _____

Surname _____

Details of decision

Please give a brief description of the decision you wish to appeal

Date of original decision _____

Date of outcome of reconsideration decision _____

Date of outcome of reviewed decision _____

Please list all additional documents you wish the panel to consider. Please note that the panel will be given access to all documentation which was used to make the original decision plus those that were provided with your reconsideration and review requests.

Signature _____

Date _____

Payment details

Payment amount: \$AU 1000

Credit card type: Visa Mastercard

Credit card number _____ Expiry date _____

Name on card _____

Signature _____

Please send your completed form to the college via email or Post:

Email: assessor-requests@anzca.edu.au

Post: CEO c/o ANZCA Training
PO Box 6095
Melbourne, VIC 3004
Australia.

For further information, please email or contact us at +61 3 9510 6299

The key steps in making this application are as follows:

1. The trainee completes the application form.
2. The trainee drafts an application letter to the CEO and copies or prints any evidence to support their application. The request for appeal must take the form of a letter to the CEO outlining the reasons for your request and include the application form and any additional information that will be relevant to the decision.
3. The trainee submits the letter of application, application form, relevant supporting documentation and appeal fee to the CEO c/o ANZCA Training and assessment. You may submit your application by email (ceo@anzca.edu.au & assessor-requests@anzca.edu.au), fax +64 3 8517 5362 or post.
4. The Training and assessments will liaise with the Appeals Committee to set a date for the appeal. The trainee may appear in person for the appeal or may teleconference into the appeal.
5. The Training and assessments collates and forwards all application documents to the appeals panel and the trainee.
6. Following the appeal the outcome will be forwarded to the trainee within 21 days of the date of the appeal.