

## INSTRUCTIONS

Thank you for taking the time to fill out an *Improvement Request* form.

Peel Valley Training and Employment appreciates any feedback concerning its operation and practices. The Improvement Request form will be considered at its monthly *Quality Assurance Review Committee* meeting and you will be advised of what outcome was taken in relation to your request.

Please complete Section 1 of the Request form (which appears on the next page) and forward it to:

Document Controller  
Peel Valley Training and Employment  
PO Box 3718  
WEST TAMWORTH NSW 2340

Alternatively, you may e-mail the form to [pvte@peelvalley.com.au](mailto:pvte@peelvalley.com.au) or fax it to our office on 6762 1600.

Please note that should you wish to make a request of a more informal or general nature you should use the *Suggestion Form* available on our website.

Should you wish to make a complaint about a person or an incident, you should use the *Complaint Form* which is also available on our website.

Thank you for taking the time to communicate your concerns and preferences to Peel Valley Training and Employment.

