

INSTRUCTIONS

Thank you for taking the time to fill out a *Suggestion Form*.

Peel Valley Training and Employment appreciates any feedback you are able to provide. Please note you may complete a *Suggestion Form* anonymously.

Your suggestion will be reviewed by the *Quality Assurance Review Committee* which meets once a month and, if appropriate, your suggestions will be implemented.

Please complete the *Suggestion 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 or fax it to our office on 6762 1600.

Please note that should you wish to make a more specific request to improve a particular form, policy or procedure, you should use the *Improvement Request 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 suggest improvements to our service.

CLIENT SUGGESTION FORM



Thank you for taking time to suggest ways in which Peel Valley Training & Employment can improve its services! Please write your suggestion in the box below. (Attach any documentation you think relevant.)

Are you a (Please tick box)

- | | | |
|--|---|---|
| <input type="checkbox"/> Disabilities Client | <input type="checkbox"/> Job Placement/PSP Client | <input type="checkbox"/> Potential Client |
| <input type="checkbox"/> Parent or Caregiver | <input type="checkbox"/> Other (please specify) _____ | |

Personal Details (optional)

Name _____

Mailing Address _____

Town _____ Postcode _____ Phone _____

Return this form by:

- Giving it to your Case Manager; or
- Giving it to the Receptionist at the front desk; or
- Mailing it to PO Box 3718, WEST TAMWORTH 2340 / PO Box 881, GUNNEDAH 2380; or
- Faxing it to our Tamworth office on 6762 1600 / Gunnedah office on 6742 5255

Privacy Note: The information provided will be used by Peel Valley Training & Employment (PVTE) to follow up your suggestion. The provision of this information is voluntary. It will be stored securely. You may correct any personal information provided at any time by contacting the Office Administrator at PVTE.

DOCUMENT CONTROLLER ONLY

Date Received _____