

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 559
TAMWORTH NSW 2340

Alternatively, you may e-mail the form to pvte@peelvalley.com.au or fax it to our office on 6766 6011.

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.

