AUSTRALIA INTERNATIONAL CONSTRUCTION COLLEGE

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IMPROVEMENT REQUEST FORM

REQUEST CATEGORIES:

(Attached additional pages as needed AND ground evidence)

Request Number:

- ○ Internal Audit
- ○ Risk Assessment
- ○ Assessment tool validation
- ○ Training material validation
- ○ Complaint
- ○ Appeal
- ○ Safety
- ○ Student Feedback
- ○ Trainer Feedback
- ○ OH&S
- ○ Results/Moderation
- ○ Other

SECTION 1:

Describe the continuous improvement opportunity:
If it's a problem, describe the immediate action taken to fix it?

Submitted By: _____ Date: ____ /____ /____

SECTION 2:

Describe the action taken to follow through on this continuous improvement opportunity.

Action Completed By: _____ Date: ____ /____ /____

SECTION 3: TO BE COMPLETED BY PRINCIPAL EXECUTIVE OFFICER

Action verified as effective in addressing this continuous improvement.			
Signature:		Date:	/ /
Has item been included in Risk Matrix?	○ Yes ○ No		