

**IMPROVEMENT IDEA SUBMISSION FORM**

**PERSONAL DETAILS**

<b>Name:</b>		<b>Date:</b>	
<b>Contact number:</b>		<b>Organisation:</b>	
<b>Address:</b>			
<b>Email Address:</b>			

**Please let us know which of the following is relevant to you (Tick the appropriate one):**

- Staff member
- Student
- Management
- Employer or Industry Organisation
- Graduate
- Other: .....

**Please explain the area where improvement is needed.**

*(You may include specific information such as what needs to be improved, potential ways to improve it, and how you recognized the need for change.)*

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**Describe the possible benefits of implementing this improvement, or the potential consequences of not addressing it.**

*(Consider impacts on efficiency, cost, morale, customer satisfaction, or other relevant areas.)*

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In your opinion, to which area/s of the business does this opportunity for improvement most appropriately relate?		
<input type="checkbox"/> Training and assessment services	<input type="checkbox"/> Course materials	
<input type="checkbox"/> Student services	<input type="checkbox"/> Policy/procedure/system	
<input type="checkbox"/> General management	<input type="checkbox"/> Marketing	
<input type="checkbox"/> Documentation/recordkeeping	<input type="checkbox"/> Staff	
<input type="checkbox"/> Other: .....		
Has identification of this opportunity for improvement come from a complaint?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please rate how important and/or urgent this improvement is. (Tick the appropriate one)</b> <i>(Consider how soon it should be addressed and the potential impact if delayed.)</i>		
<input type="checkbox"/> Low priority – not urgent	<input type="checkbox"/> Medium priority – low urgency	<input type="checkbox"/> High priority – urgent
<b>Optional:</b> please provide your contact details so we may contact you if required.		
<b>Print Name:</b>	<b>Signature:</b>	
<b>Date:</b>		
Please submit this form at the reception or you can email it to <a href="mailto:info@cornell.vic.edu.au">info@cornell.vic.edu.au</a>		

For Office Use Only				
Register No:		Date received:		
Suggestion recorded:	Initial:	Date:		
Review date:	Date for review by management .....			
Decision:		Responsibility:		
Timeline:		Recorded:	Initial:	Date:
Completed:	Initial:	Date:	Recorded:	Initial:    Date: