IMPROVEMENT SUGGESTION FORM

Purpose
This form allows students, staff, or stakeholders to submit suggestions for improvements to training, services, or operations.

Instructions for Use
Complete this form to propose any suggestion that could enhance the quality, efficiency, or experience at Allman College. You may submit this anonymously or include your contact information if you would like follow-up.

1. Description of Suggestion
(Please describe your idea or recommendation in detail. Include what you would like to see changed, added, or introduced.)

Examples:
- "Introduce quiet study spaces in the student lounge."
- "Update the online portal so assessment results are easier to access."
- "Provide additional training workshops on using digital learning tools."
- "Offer more flexible placement options for students with work commitments."

2. Suggested Benefit or Improvement Outcome
(Explain how this change would help students, staff, or the RTO. Consider efficiency, safety, learning quality, or overall experience.)

Examples:
- "Students will have a better environment for completing assignments, improving focus and wellbeing."
- "Quicker access to results would reduce stress and improve communication with trainers."
- "Additional training would give students more confidence in using online tools, supporting success in blended learning."
- "Flexible placement options would help more students meet their work placement requirements without withdrawing."

3. Area Affected (tick all that apply)
☐ Training & Assessment

☐ Student Support

☐ Facilities or Equipment

☐ Communication

☐ Policies or Procedures

☐ Other: _____

4. Submitted By (optional)

Name: _____ Date: _____

5. For Office Use Only

Management Comments

Reviewed by: _____ Date: _____