



OPPORTUNITY FOR IMPROVEMENT FORM

1. STAFF or STUDENT Personal Details (If a Kent student is making submission please provide Student ID Number below)

Date:	CAMPUS:	Melb	Syd	Kent Student ID: <i>(If a Kent student is submitting)</i>	<input type="text"/>
Title:	Mr.	Ms.	Mrs.	Miss	Other:
Family Name:	<input type="text"/>				
Given Names:	<input type="text"/>				
Contact details:	(Mobile)	E-mail:			

2. Reason for Concern (attach any documentation to support this matter)

Please detail either:

- Issue/processes of concern.
- Time and date of issue and persons involved (if any)

Also outline recommended suggestions regarding potential outcomes *(Please attach any supporting documentation or if insufficient space below, a separate page).*

Signature: _____ Date: _____

OFFICE USE ONLY	
Action in response to this Report:	(Staff Member Receiving: _____ Date: _____)
Report provided to:	
Position: _____	Date: _____
Signature:	
Further action required (if applicable): _____	
_____	Actioned: _____ Date: _____
Completed Report on Opportunity for Improvement Register : <input type="checkbox"/> Yes	Staff Member: _____ Date: _____
Final Sign Off: _____	Date: _____
Advised Originator of Report of outcomes: _____	Date: _____