

# Opportunity for Improvement Form



*Purpose of this document is to identify areas of improvement and to offer suggestions for improvements to take place across the operations at Whitehouse International College*

<b>Date</b>	
<b>From:</b>	
<b>To</b>	Whitehouse International College – Please email to <a href="mailto:Admin@whitehousecollege.edu.au">Admin@whitehousecollege.edu.au</a> <i>We value all your feedback, suggestions and ideas!</i>
<b>Contact details</b>	

<b>DETAILS OF OPPORTUNITY FOR IMPROVEMENT- What are needs some changes?</b>	<b>identified by:</b>
	<input type="checkbox"/> Learner / Staff feedback <input type="checkbox"/> Audit finding(s) <input type="checkbox"/> Complaint(s) <input type="checkbox"/> Other sources

<b>SUGGESTIONS FOR IMPROVEMENT</b>	<b>Areas for improvement</b>
	<input type="checkbox"/> Forms and Documents <input type="checkbox"/> Resources <input type="checkbox"/> Process and Procedure <input type="checkbox"/> Other / Miscellaneous
<b>Signed</b>	
<b>Date:</b>	

<b>OFFICE USE ONLY</b>			
<b>Recorded in Register</b>		<b>Date:</b>	
<b>Actions discussed at meeting</b>		<b>Date:</b>	
<b>Actions implemented at meeting</b>		<b>Date:</b>	