



WINDSOR INSTITUTE OF COMMERCE PTY LTD
IMPROVEMENT REQUEST

Date raised _____

REQUEST NUMBER

CATEGORIES (✓ which applies)

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

Action verified as effective in addressing this continuous improvement.

Action verified by: _____ Date: _____

Principal Executive Officer

Has item been included in Risk Matrix? Yes No