

Suggestion for Improvement Form



Name			
Organisation			
Phone			
Email			
1. Which of the following most appropriately describes your relationship with ASFA?			
Student	Staff member	Management	Employer or industry organisation
Graduate	Other:		
2. Please describe the opportunity for improvement. (This may include specific details about the area to be improved, how it could be improved, how you identified the improvement opportunity, and so on.)			
3. Please outline the potential benefits of making this improvement and/or implications of not making this improvement			
4. To which area/s of the business does this opportunity for improvement most appropriately relate?			
Training and assessment services Student services General management Documentation/recordkeeping Other:		Course materials Policy/procedure/system Marketing Staff	
5. Has identification of this opportunity for improvement come from a complaint?			Yes
			No
6. Please give a rating on the importance and/or urgency of making this improvement.			
Low priority – not urgent	Medium priority – low urgency		High priority – urgent
Signed		Date	
Print name:			

Please email your completed form to learning@superannuation.asn.au

Alternatively you can post it (marked private and confidential) to:

Compliance and Administration Officer

ASFA Learning, Level 11, 77 Castlereagh Street, Sydney, NSW 2000