**FORM TWO – NOTIFICATION OF A COMPLAINT**

(to be completed by the CPE Student Complainant)

**Your Name:**

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**Your Email Address, and Telephone/Cell-phone Number:**

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**Name of the CPE supervisor/educator about whom you are complaining:**

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**Their Email Address, and Telephone/Mobile Number:**

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**When did the conduct you are complaining about occur?**

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**What was/is the conduct about which you are complaining?**

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**Did this conduct affect you alone, other people, or both you and others?**

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**Besides yourself, are there other witnesses to this conduct? If so, please list their names and email addresses (having first obtained their permission to do so).**

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**Have you endeavoured to resolve this issue with the CPE supervisor/educator using Step One** (see above). **If ‘yes’, what was the date when you first contacted the CPE supervisor/ educator using that process? If ‘no’, what is your reason for not actioning Step One?**

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**Please email your completed Step Two Form**

**to the NZACPE Complaints Registrar at** [**NZACPEcomplaintsregistrar@gmail.com**](mailto:NZACPEcomplaintsregistrar@gmail.com)

The Complaints Registrar will respond promptly acknowledging receipt of your complaint. They may ask further information of you to clarify what you have submitted in writing.

They will also contact the CPE supervisor/educator in question.

Having considered the issues involved, the Registrar will recommend an appropriate mediator who will work with you and the CPE supervisor/educator.

If you and the CPE supervisor/educator agree to mediation and the recommended mediator, that mediator will approach both parties separately to offer a number of alternative meeting times and a number of neutral meeting places.

Both you and the CPE supervisor/educator are encouraged to bring a support person to the agreed-upon meeting (this support person to offer silent support throughout the meeting).

NZACPE will cover the cost of engaging both the Registrar and the Mediator.