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Career Development Association Australia

PO Box 378 Brighton SA 5048

***Complaint Form - CDAA Member in Potential Breach***

***of the Code of Ethics for Australian Career Development Practitioners***

* *Please complete every section of this form with as much detail as possible to assist with the investigation. You are welcome to attach additional pages if required.*
* *Please ensure the declarations at the end of the form are completed.*
* *If you need help completing this form or have questions about the process, please contact the CDAA CEO at ceo@cdaa.org.au*

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| **Complainant** | **The person making the complaint** |
| Name |  |
| Email |  |
| Phone |  |
| Organisation  (if relevant) |  |

|  |  |
| --- | --- |
| **Respondent** | **The CDAA member** |
| Name |  |
| Business Name  (if relevant) |  |
| Email |  |
| Phone |  |

|  |  |
| --- | --- |
| **Activity** | Please describe the service or activity being provided that led to the potential breach |
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| **Alleged Breach** | Please describe the alleged breach of the Code of Ethics and how it happened. |
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| **Result** | Please describe the result or impact of the alleged breach – on you, and/or on others. |
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| **Code of Ethics Breach** | Please say which Code of Ethics ***principle(s)*** and ***criteria*** was/were breached |
| ***Principle*** | ***Criteria*** |
| *1. Ethical principles for professional*  *competency and conduct* |  |
| *2. Ethical principles for career development Practitioner-Client relationships* |  |
| *3. Ethical principles for professional*  *relationships* |  |

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| **Evidence** | Please describe or attach the evidence that shows the alleged breach happened.  *Evidence needs to be specific, accurate and as detailed as possible, to assist the investigation.* |
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| **Any other Information** | Is there anything else about this matter that you wish to report? |
|  |

**Declarations:**

* I declare the information I have provided is accurate and true. YES / NO
* I agree to treat this matter in strict confidence. YES / NO
* I have no other civil or legal complaint underway or pending against this CDAA member. YES / NO
* *When completed, please send this form In Confidence to the CDAA CEO;*

*email: ceo@cdaa.org.au or post: PO Box 378 Brighton SA 5048*

* *Your complaint will be acknowledged within 1 working day of receipt.*