

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*

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

Alleged Breach	Please describe the alleged breach of the Code of Ethics and how it happened.

Result	Please describe the result or impact of the alleged breach – on you, and/or on others.

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	

Evidence	Please describe or attach the evidence that shows the alleged breach happened. <i>Evidence needs to be specific, accurate and as detailed as possible, to assist the investigation.</i>

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

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- ❖ 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.