

Appeals Policy and Procedure

Document Version Control			
Document Version	Date	Policy Author(s)	Review Date
Version 1.0	19/09/2016	Andy Hollinson	19/09/2017
Version 2.0	22/02/2017	Andy Hollinson	21/02/2018
Version 3.0	22/02/2018	Andy Hollinson	21/02/2019
Version 4.0	22/02/2019	Andy Hollinson/Debbie Barber	21/02/2020

Policy Statement

It is The Square Metres' responsibility as an Approved Centre to make sure that all learners are aware of the appeals process and that all learners have access to a responsive appeals process.

Responsibility and Implementation

The Centre has a nominated Lead IQA who is responsible for managing the Appeals Policy and the Centre will inform all learners of whom this is.

- Assessment of evidence against the specified Assessment Criteria is a process with assessors giving constructive feedback at the time of the assessments through assessment feedback.
- If the learner disagrees with an assessment, or proposed assessment plan, the learner will be expected to explain the basis of the disagreement to the assessor at the time of the feedback session. The assessor must be able to highlight clearly to the learner why the criterion has not been met, or the reasons for the proposed assessment plan. This type of 'negotiation' does not constitute a formal appeal.
- If, after such a feedback session, the disagreement has not been resolved, both the assessor and learner should request advice promptly from the Centre's Lead IQA who will try to resolve the issue. If this is not possible, the Appeals Procedure shown below should be invoked.
- The consideration of appeals that are made will help the internal quality process and the Centre's Lead IQA to monitor the assessment process and improve it, where appropriate.
- Records of all formal appeals will be recorded in the Appeals Log which will be available to any representative of the Regulatory or Awarding Organisation

Formal Appeals Procedure

If, after the informal discussion with Lead IQA, the learner wishes to make a formal appeal, the learner must request this in writing to the Lead IQA. This must be done within 10 working days of receiving the original assessment feedback. Lead IQA will record this in the Appeals Log.

Formal appeals in writing must be sent to the following address:

The Square Metre Ltd

22 Oswestry Close

Redditch

B97 5QE

Learners can appeal against the following;

- The assessment plan – the learner can appeal if they do not agree with the suggested methods, location, time and criteria
- The assessment – the learner has the right to appeal if they feel that the assessment differed from what was agreed on the assessment plan or they feel that they did not receive a fair assessment.
- The assessment decision – the learner can appeal if they feel the assessor's judgment was unfair.

The Lead IQA on receipt of the formal appeal from the learner will:

- Try to seek a solution negotiated between the relevant assessor and learner
- If it is not possible to reach an agreement then a date will be set for an Appeals Panel to meet

The Appeals Panel will consist of a minimum of two qualified assessors not involved in the original decision. It will meet within 15 working days of the receipt of the appeal by the Lead IQA.

The Appeals Panel will ensure that full original details in writing are obtained from both the assessor originally involved and the learner.

The outcome of the appeal may be as follows;

- Confirmation of the original decision
- A re-assessment by an independent assessor
- A judgment that adequate evidence meeting the assessment criteria has been shown;
- An opportunity to re-submit for assessment within a revised agreed timescale.

The written decision of the Appeals Panel will be issued to the learner within five working days of meeting. This decision will be recorded in the Appeals Log.

The Appeals Log will be available to any representative of the Regulatory or Awarding Organisation.

If the candidate is still not satisfied with the decision at this stage and this procedure has been exhausted, then the candidate can contact the Awarding Organisation. The Awarding organisation will only be contacted when this procedure is fully exhausted.

If after contacting the Awarding Organisation, the candidate is still unsatisfied they may then refer the appeal the qualification regulator.

Review of the Appeals Policy and Procedure

Once a year the Centre's Senior Management Team will review the Appeals Policy and Procedure to include:

- Number of appeals of each type
- Time taken to process appeals
- List of outstanding appeals
- Outcomes to appeals
- Results of appeals
- Analysis of appeals and outcomes by age, gender and ethnicity of appellant

If changes are required the Complaints Policy will be rewritten and all staff and learners will be informed. A record of all complaints for 3 years will be available to the relevant authorities for audit purposes.