

## Appeal Procedure

This procedure has been written for learners who are doing an NVQ/QCF or SVQ or Key Skill or Care Skills. It explains what you must do if at any point during your qualification you are dissatisfied with the result of an assessment and feel that the decision is unfair. Some of the reasons for an appeal may be:

- You have been told that you are not yet at the required level, but you do not understand why
- You believe the evidence in your portfolio shows that you have achieved the standards
- You must follow the procedures below:

### STAGE ONE:

Tell your assessor:

- Why you disagree
- How you think the evidence you put forward should cover the standards

You will also need to put this information in writing, for your appeal. You must complete STAGE ONE before going onto STAGE TWO.

### STAGE TWO:

If after STAGE ONE, you are still not satisfied, you may appeal to your internal quality assurer who will confirm receipt of your appeal within 5 working days. You will need to give the internal quality assurer a copy of the appeal you gave to your assessor at STAGE ONE.

I understand that if I am not happy about an assessment decision, I must first tell my assessor and if I am still not satisfied, I must put my appeal in writing and give a copy to:

**MY TRAINER:**

.....

**MY ASSESSOR:**

.....

**THE INTERNAL VERIFIER:**

.....

I have read and understood Appeal Policy.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_.

Date: \_\_\_\_\_