

# Appeals Procedure



Name of centre: .....

- (1) The centre is committed to ensuring that the assessment procedure meets the requirements of Vocational Training Charitable Trust (VTCT) and the awarding body and fulfils National standards.
- (2) The centre will operate a system for reviewing the quality and fairness of the assessment procedure. As part of this the candidate has a right to appeal against any assessment decision, written or practical, that the candidate deems to be unfair.
- (3) The candidate should notify the assessor of dissatisfaction with the outcome of the assessment within ..... days, stating why there is disagreement with the decision. The assessor must explain the decision in writing giving reasons, responding within ..... days.
- (4) If the candidate is not satisfied the internal verifier must be informed and an investigation conducted. The internal verifier may arrange for the candidate to be re-assessed by another assessor. The matter should be resolved in ..... days.
- (5) If the matter is not resolved to the candidate's satisfaction, an appeal can be made to the external verifier, according to the procedures outlined in the VTCT centre handbook.
- (6) The candidate must be given access to the VTCT awards procedure or given a copy of this without having to request it.

It is good practice to make new candidates aware of the appeals procedure on commencement of the course for a VTCT award.

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***Those responsible within the centre are:***

Name ..... Name .....

Name ..... Name .....

**The centre agrees to comply with the appeals procedure as outlined above and in the VTCT Centre Handbook.**

Signature: ..... Position: ..... Date:.....

Signature: ..... Position: ..... Date:.....