

LEARNER APPEAL/COMPLAINTS PROCEDURE

The Learner has the right to appeal/complain should they feel that there have been inconsistencies during the period of assessment or contravention of other Policies and Procedures covered during induction. Alphaskill Group have a clearly defined route of appeal should any Learner have any reason to complain. The review would include:

- Access to fair and reliable assessment
- Provide clear and prompt response times
- Provide stages for all parties to put their case forward
- Clear outcomes
- Constructive feedback
- Relate to the Learner's assessment needs
- A formal recording system
- Evaluation
- Equality of Opportunity and Diversity
- Provide a Safe Working Environment

If Learners are in disagreement with their assessors concerning evidence assessments, they have the right to refer the matter to:

- The relevant Internal Verifier on the contact details given at induction and notified within the e-portfolio/ paper-based portfolio,
- The ALPHASKILL Head of Centre, if the matter remains unresolved
- The External Verifier/Quality Advisor who may be consulted at their next visit. At this stage learners should provide the EV with records of the activity that has already been undertaken

Awarding Organisation External Verifier/Quality Advisor/Standard Verifier:

- 1st 4 Sport

Stage 1

- If a Learner disagrees with an assessment decision he/she must record this on the appropriate assessment feedback sheet/diary entry
- Learner discussion with assessor (record on attached template)
- Assessor will then review, consider and feedback assessment decision
- Assessor will write a clear explanation of the assessment decisions on the Learners Appeals Procedure form, stage 1, within 5 working days.
- If a Learner agrees with the decision, NO further action is required.
- If a Learner remains unhappy, move to stage 2 and notify the Lead Verifier.
- If a Learner wishes to make a formal or informal complaint regarding Equality and Diversity, or Health & Safety issue please contact OFFICE ADDRESS

LEARNER APPEAL/COMPLAINTS PROCEDURE

Stage 2

- The assessor will submit the original assessment records to the Internal Verifier (IV) together with an explanation for their decision within 24hours of the appeal reaching stage 2.
- The IV will review the assessment decision taking account; the Learner's reason for appeal, the Learner's evidence and associated records. The assessors reason for the decision.
- The IV must give the Learner a decision in writing within 5 working days from the appeals date. A copy of which should also be sent to the Lead Verifier.
- The Learner must tell the IV if he/she is still unhappy, if so, the appeal may go to stage 3.

Stage 3

- The Learner should contact the Awarding Organisation contact listed on page 1 and provide all the details of decisions made during stage 1 & 2.

If a Learner is not able to resolve an appeal at the Training Provider, then he/she has the right to appeal to ALPHASKILL. This may be done via the Training Provider Representative or the Centre Manager or direct to the ALPHASKILL Quality Assurance Team in writing. Learner appeals must be made to ALPHASKILL as per the ALPHASKILL Learner Appeals Policy within 20 days of the assessment.

Please sign here to say that you have read and understood the Learner's Appeals/Complaints Procedure

Learner's signature:

Date:

APPEALS PROCEDURE FORM

Name of Learner:

Name of Internal Verifier:

Name of Assessor:

Qualification:

Stage 1	Nature of Complaint	Response from Assessor
	<p>Please provide details of reason for appeal. Include details of Unit, Learning Outcome and Assessment Criteria</p>	

Date sent to assessor:

Date assessor responded to learner:

APPEALS PROCEDURE FORM CONTINUED

Stage 2	Assessor to forward to internal Verifier	Internal Verifiers response
	<p>Ensure all relevant information/background is provided to enable a decision to be made. Copy to be given to the learner.</p>	<p>Decision: Agree with Assessor: YES/NO (please delete as appropriate)</p>

Date received by Internal Verifier:

Date Responded to candidate:

Copies sent to Centre, Assessor & Learner. YES/NO (please delete as appropriate)