

# LANTRA

## Qualifications Support

### Appeals Procedure

This Appeals Procedure can be implemented if an Awarding Organisation wishes to appeal against the Decision made by the Qualification Support Group of their qualification.

This procedure has been agreed with Lantra's Standards & Qualifications Advisory Group and Lantra's Qualifications Support Group.

The process is as follows:

1. A formal written application to appeal the decision must be made within 15 working days of the Support Decision.
2. The Awarding Organisation must make clear in the application for appeal when they intend for this qualification to be available for delivery in centres.
3. The appeal must outline the reason for appeal and why the Awarding Organisation does not agree with the decision.
4. The appeal must be supported with the appropriate evidence.
5. The appeal must be made to the Chair of the Qualifications Support Group.
6. The appeal will be forwarded to an Independent person that has not been involved in the development or the Support of the qualification.
7. The application and supporting evidence will be reviewed by the Independent Person.
8. A decision will be made back to the Qualification Support Group and the Awarding Organisation within 15 working days of receipt of the Appeal as to whether to the Appeal has been accepted, rejected or more information is needed and when the qualification can be submitted for Approval.
9. Formal written feedback of the decision will be made to the Awarding Organisation.
10. If the decision of the Qualifications Support Group is upheld the Awarding organisation will be able to make an Appeal to the UKCES.