




BL TRAINING LEARNERS APPEALS PROCEDURE

POLICY LEAD (SMT Member)	Mrs Judith Speed
REVISION STATUS (Annual)	2 nd August 2021
VERSION STATUS (V)	<i>We reserve the right to update this policy if any changes in legislation or ESFA update deems it necessary, a numbered 'Version' would be used to ensure the up to date copy is issued.</i>
ANNUAL REVIEW DATE	1 st August 2022
APPROVED BY COMPANY DIRECTORS	Mrs Julie Ritson and Mrs Gail Dalton-Ayres 

General information for learners

Awarding Organisations have stated that anyone who has been assessed on their performance or underpinning knowledge and who feels that they do not agree with the assessor's decision **MUST** have the opportunity to appeal.

BL Training has made special arrangements for you to be able to do this if you feel that an assessment decision is unfair.

The procedure to follow is-

- If you feel that you can speak freely with a member of staff that has assessed you then talk about your concerns immediately
- If you feel uncomfortable about doing that then you can speak to the Internal Quality Assurer (IQA) and discuss your concerns because the IQA is responsible for making sure that the assessment decisions are accurate.
- If you do not agree with the decision of the IQA The External Quality Assurer (EQA) will be notified, and their appeals procedure will be put into action

It is important that you agree with the decisions made about the outcomes of your assessments, if you are not, we can only help you if you tell us about it.

This procedure will be completed within 10 working days.