

## Appeals Policy

### Introduction

This policy is designed for candidates who have enrolled on any course or renewal at The Hawthorns School within the Approved Training Centre (ATC). It details the procedure to follow when a candidate feels necessary in appealing a decision regarding qualification delivery and assessment, the time frame in which it should be done, and how the appeal will be responded to.

### Procedure

- Candidates have 7 days from the date of assessment to appeal against an assessment decision.
- The appeal should be submitted to the Director of Sport & Leisure in writing, with a statement detailing their request.
- Written correspondence can be sent through email to [A.Morris@hawthorns.com](mailto:A.Morris@hawthorns.com) or a letter addressed to :

**Andrew Morris**  
**Director of Sport & Leisure**  
**The Hawthorns School Sports Centre**  
**Pendell Court**  
**Bletchingley**  
**Surrey**  
**RH1 4QJ**

- The appeal shall be reviewed initially by The Director of Sport & Leisure who will investigate the appeal further. A confirmation email will be sent within 7 days to confirm that the appeal has been received; we then aim to fully respond to all appeals within 14 days
- The Director of Sport & Leisure may take one of the following decisions:
  1. To dismiss the appeal in which case the candidate shall be given the reasons for the decision in writing/email.
  2. To uphold the appeal and request that the Trainer Assessor reviews their decision regarding the assessment subject to evidence.
  3. To refer the appeal to IQL UK for further investigation.
- Candidates who wish to appeal further may contact IQL UK either through email, [mail@iql.org.uk](mailto:mail@iql.org.uk) or a letter addressed to; IQL UK, Red Hill House, 227 London Road, Worcester, WR5 2JG
- The Director of Sport & Leisure will report details and findings of all appeals to IQL UK where deemed necessary.



THE  
HAWTHORNS SCHOOL

### **Review arrangements**

Sean Buchan will review the policy annually and revise it as and when necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

If you would like to feedback any views, please contact us via the details provided below.

**Sean Buchan**

**Assistant Manager**

**The Hawthorns School Sports Centre**

**Pendell Court**

**Bletchingley**

**Surrey**

**RH1 4QJ**