APPEALS PROCEDURE– GUIDELINES FOR CANDIDATES

GROUNDS FOR APPEAL
An appeal can be made on the grounds of:

1. Procedural error e.g. some evidence not presented to the Panel.

2. Insufficient consideration of the evidence provided in the original application.

APPEAL PROCEDURE
1 The appeal must be made in writing to the Chair, Professional Standards Committee c/o Professional Development Manager.

2 The appeal letter should set out the grounds for appeal (see above) and include a full explanation and any evidence including any relevant evidence not included with the original application. Evidence of achievements since the original application cannot form part of an appeal.

3 The Chair of the Professional Standards Committee (PSC) will decide if there are grounds for appeal and notify you of this decision within 14 days.

4 If the grounds for appeal on a procedural error are accepted the Chair of the PSC can:
   
   rectify a minor error

   instruct the original Panel to reconsider all the evidence

5 If the grounds for appeal on insufficient consideration of the evidence are accepted the Chair of the PSC will convene a new Panel to consider the original application and any additional evidence provided in the appeal letter. The new Panel may require the appellant to attend an interview or re-interview.

6 The Panel will convey its decision to the Chair of the PSC.

7 The Chair of the PSC will inform the appellant of the decision which will be final.

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