

Company Assessment Appeal Policy

Version: 1

Approved: January 2023 Review Date: January 2025

Trainees can appeal against the following:

- The assessment plan the trainee can appeal if they do not agree with the suggested methods, location, time and criteria.
- **The assessment** the trainee has the right to appeal if they feel that the assessment differed from what was agreed on the assessment plan or they feel that they did not receive a fair assessment.
- The assessment decision the trainee can appeal if they feel the assessor's judgment was unfair.

An Appeals Process exists, allowing you to raise an issue or complaint if you are concerned about an assessment decision:

Stage 1

- You raise the concern with your trainer (Assessor)
- The Assessor attempts to resolve the issue with you
- If not resolved, the process moves to stage 2

Stage 2

- The Assessor reports the issue to the Internal Quality Assurance (IQA) staff. The IQA attempts to resolve the issue (within 5 working days of stage 1)
- If not resolved, the process moves to stage 3

Stage 3

- The IQA reports the issue to the Vocational Qualifications Manager
- The Awarding Organisation will be informed
- You will be informed of the final decision in writing within 10 working days of the stage 2 meeting

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Above Policy	agreeu:
For and on be	ehalf of MKC TRAINING:
Signed:	Ifferral
Name:	Michael Garrod
Date:	16th January 2023