

## The Ashton on Mersey SCITT appeals process.

**Author: S Buckley**

**Date written/amended: 18<sup>th</sup> April 2016**

**Date of next review: 18<sup>th</sup> April 2017**

### **1. PURPOSE OF THE APPEALS PROCESS**

The purpose of the appeals process is to safeguard the interests of all trainees. They may be used only when there are adequate grounds (see section 3) for doing so and may not be used simply because a trainee is dissatisfied with the outcome of his/her assessment or other decision concerning their progress.

Any request for an appeal hearing must:

- a) Be submitted within the required timescales; and
- b) Demonstrate that there are valid grounds for appeal.

### **2. RIGHTS AND RESPONSIBILITIES**

	<b>Trainees</b>	<b>SCITT Appeal Committee</b>
Appeal Process	To seek an appeal hearing to reconsider the decision of the final grading of the school based placement and/or a decision made by the SCITT Operational Group.	To decide whether or not the trainee has valid grounds for appeal.
Appeal Hearing	To be accompanied and/or represented at all stages of the process provided that the companion or representative is not a professionally contracted advocate.	To attend the appeal hearing.
Appeal Request Form	To submit all documentation required in respect of the appeal process. To provide accurate details of contact address, email and telephone number.	To receive the appeal request form and submit to the Strategic Board for their appeal review.
Evidence	To submit any evidence connected with the appeal process.	To ensure all the relevant evidence has been submitted by the trainee.

### **3. GROUNDS FOR APPEAL**

This section looks at the grounds for appeal hearing in more detail. It tells the trainee what he/she will need to submit to enable the SCITT Manager to decide whether they are entitled to an appeal hearing.

There are 2 valid grounds for Appeal. These are:

- 1**     *Failure to pass the school based placement*
- 2**     *Programme Management Deficiencies*

#### ***FAILURE TO PASS THE SCHOOL BASED PLACEMENT***

This is simply a claim that one or more of the components which have made up the trainee's final grade is incorrect.

In the request for an appeal hearing, the trainee needs to:

- State the reason for the belief the final grading is incorrect
- What they think the final grade should have been and why.

The trainee can raise the issue directly with the Course Leader if they wish, but still needs to submit a request for an appeal hearing form within the specified timescale.

The SCITT Manager will raise the query with the SCITT Operational Group. If the belief is found to be correct, appropriate action to rectify the matter will be taken, the trainee will be notified of this; and the matter thus concluded without the need for an appeal hearing. If the SCITT Operational Group maintains the grade is correct, and the trainee does not accept this view, the matter will proceed to appeal.

#### ***PROGRAMME MANAGEMENT DEFICIENCIES***

This refers to some identifiable deficiency in the running of the course. As with the other grounds for appeal, the circumstances in question need to have been material to the trainee's final grading outcomes.

It is the expectation of the SCITT that trainees will seek to have any perceived deficiencies in the management of the programme rectified through the available procedures at the time when they were thought to have occurred.

In the request for an appeal hearing, the trainee will have to state the following:

- Details of the alleged deficiencies
- The time when they took place
- In what way these deficiencies were material to the determination of their final grading outcome
- In what way they feel disadvantaged on account of the alleged irregularity
- What action they took to have these deficiencies rectified and the outcome of this or (as relevant)
- Why they did not seek to rectify the deficiencies through course procedures.

Permission for an appeal hearing to be granted on these grounds will only be granted where the trainee can show one of the following:

- The procedures available within the management of the course were not made available to them
- That the procedures did not remedy the deficiencies
- That there were valid reasons why they did not use these procedures
- That there were valid reasons why the concern was not raised through other procedures.

## 4. OVERVIEW OF THE PROCESS

- 
- 10 days after publication of the Assessment Grade - Trainee to complete an Appeal Form which they can access from the SCITT administrator.
  - Appeal form is sent through to the SCITT Manager with appropriate evidence.

- 
- The SCITT Manager decides whether there is enough evidence to pass the appeal onto the SCITT Operational Group for review.
  - If there is enough evidence the SCITT Operational Group will arrange to meet and discuss the appeal within one working week of receiving the documentation.

- 
- If the SCITT Operational Group come to the decision that the appeal grounds are reasonable, they will contact the SCITT manager to discuss a remedy.
  - If the SCITT Operational Group are unable to reach a decision they will pass the appeal form and all evidence to the appeals committee.

- 
- A member of the appeals committee will contact the trainee with the date, time and venue for the appeal hearing.
  - The trainee must reply within one working week to say they will attend the appeal.
  - A member of the SCITT Operational Group will attend the appeal.

- 
- If the trainee fails to attend the hearing it is the decision of the appeals committee to either carry on with the process or reject the appeal based on the non-attendance by the trainee.

- 
- If the appeal is rejected then this is the end of the process for the SCITT
  - If the appeal is upheld, the chair of the appeal committee will inform the trainee of the remedy.
  - In all cases where a change is proposed to their final grade classification or to the award of QTS the chair of the appeal committee needs to consult the external moderator for the course to seek approval.

## 5. Evidence

The trainee must complete the request for appeal hearing form and include enough information and evidence to support their request to the SCITT Manager. Examples of evidence which the Ashton on Mersey SCITT will accept is outlined in the table below

<b>Grounds for Appeal</b>	<b>Examples of evidence</b>
Failure to pass the school based placement	Documented evidence from trainee portfolio Written statement from mentor, link tutor and course leader.
Programme Management Deficiencies	Substantial evident that the ITT programme has had detrimental effect on the trainee progress The Ashton on Mersey SCITT will consider each appeal on this ground for each individual case.

*The Ashton on Mersey SCITT reserves the right to request more evidence as and when necessary to the appeal process.*

## 6. The Appeal Hearing

Prior to the Appeal Hearing the trainee should consider the following:-

- What do they want the Panel to understand, and how is it best to present this?
- What questions may the SCITT Operational Group representative and/or Appeal Panel members ask?
- What questions should the witness (es) be asked to ensure that their evidence is fully presented?
- The witness(es) should be told that they may be asked questions by the SCITT Operational Group representative and/or the panel members; try to work out in advance what these might be
- What questions do they want to ask SCITT Operational Group representative and/or SCITT Operational Group witnesses?
- Despite this preparation, there may be a need to think of some questions at the appeal hearing, depending on what the SCITT Operational Group representative has said.
- For the closing statement, be prepared to gather together your thoughts well on the day.

## 7. The Appeal Hearing Outcome

Once the trainee, witness (es) and, if applicable, the SCITT Operational Group representative, have presented their evidence to the appeals committee they will withdraw from the proceedings. The appeals committee will then deliberate and come to a decision.

The trainee will be invited back into the hearing to be told the outcome, which will be one of the following:-

- ***Appeal rejected*** - If the appeal is rejected then this is the end of the process for the SCITT.
- ***Appeal upheld*** - If the appeal is upheld, the chair of the appeal committee will inform the trainee of the remedy.

In all cases where a change is proposed to their final grade classification or to the award of QTS the chair of the appeal committee needs to consult the external moderator for the course to seek approval.