

Applicant Appeals Policy

Policy Title		Applicant Appeals Policy			
Author / Reviewer/s		BASSCITT Programme Manager Governance Lead Operations Manager			
Trustee Committee		BASCITT Executive Board			
Signed by Tom Pegler (Chair of BASCITT Executive Board)					
Reviewed	January 2020	Approved	January 2020	Next Review	January 2022

Aims and Values

Basingstoke Alliance SCITT (BASCITT) is committed to ensuring that their admission process is implemented fairly so that everyone is treated in accordance with current relevant legislation. We recognise that we have a responsibility to ensure high and consistent standards in our role as a Training Provider. We recognise the right of the applicant to appeal against a decision that has been made by the Selection Panel.

For the BASCITT to investigate an appeal, the applicant should appeal within 15 working days of notification of the decision. Should the applicant appeal after 15 working days then the BASCITT reserves the right to not automatically investigate the appeal, but will refer the request to the BASCITT Executive Board to decide whether to proceed.

Scope

Applicants who wish to appeal against the decision of unsuccessfully gaining a place with the BASCITT made during the recruitment procedure:

These include, for example –

- Appeals against being rejected prior to interview
- Appeals against being rejected following an interview day.
- Appeals against conditions in a conditional offer.

Responsibilities

The BASCITT Executive Board is responsible for:

- Appointing an Appeals Committee which consists of senior staff from partnership schools who were not on the original selection panel
- Ensuring that the policy is working in practice and monitoring its efficacy
- Addressing and resolving any failures of the policy

The Appeals Committee is responsible for:

- Implementing the appeal procedures
- Reporting the outcome of the decision to the BASCITT Programme Manager
- Presenting their recommendations to the BASCITT Executive Board

The BASCITT Programme Manager is responsible for:

- Ensuring that applicants are aware of the procedures by placing the policy on the website
- Presenting evidence as required by the Appeals Committee
- Advising the applicant of the Appeals Committee decision

Appeal Grounds

Applicants will be able to appeal against application decisions. Applicants may appeal on the grounds that:

- a) There has been a procedural irregularity. A situation where the applicant believes that the SCITT has not adhered to its own stated policy and procedures.
- b) The emergence of new material which may have affected the decision. It must be made clear by the applicant as to why this information was not made available at the time of application. It should be noted that if this information was available at the time of application but not included, for any reason, it will not be considered as new information.
- c) Evidence of bias or prejudice

Any formal appeal must be submitted, in writing, by the applicant or by someone to whom the applicant has given written consent to appeal on their behalf within 15 working days of the decision

Appeal Procedures

- a) Applicants have the right to appeal if the judgment has been made that they have been unsuccessful in gaining a place on the BASCITT programme.
- b) Any appeal will be dealt with in a professional manner.
- c) Applicants who wish to appeal against any judgement made should write to the BASCITT Programme Manager within 15 working days of receiving the judgment.
- d) The BASCITT Programme Manager will inform the BASCITT Executive Board and an Applicant Appeals Committee will be appointed. No member of the original interview panel or those with prior knowledge of the candidate will be on the Appeals Committee
- e) The Applicant Appeals Committee will consider all documented evidence. They will then decide whether or not to uphold the decision. This decision is final.
- f) The decision of the Applicant Appeals Committee will be reported to the BASCITT Programme Manager.

- g) The applicant will be informed in writing of the outcome by the BASCITT Programme Manager.
- h) If the Applicant's Appeal is upheld, the applicant will be given full support from the BASCITT programme to achieve QTS. External funding could not be guaranteed under these circumstances. Consideration may have to be given to a deferred place if all places have been allocated and offers accepted.

Once the review stage is completed, the applicant is entitled to ask the Office of the Independent Adjudicator (OIA) for the independent ombudsman service, to review his or her complaint about the outcome of the appeal process. The appeal should be submitted to the OIA within 12 months of the date of the appeal decision letter from the BASCITT Programme Manager. The OIA term this as a "Completion of Procedures" letter.

<http://www.oiahe.org.uk>

Training and Development

The BASCITT Executive Board will direct the BASCITT Programme Manager to address and propose solutions to any issues arising from failure in policy and procedures.

Policy Review

This policy will be reviewed every two years.