**HLTA North**

**HLTA Assessment Decision Appeal**

**1. Scope**



* 1. This procedure applies to candidates registered on the HLTA programme who appeal against the decision on their HLTA status.
	2. This procedure refers to an individual appellant throughout but applies equally to a group of candidates wishing to appeal.
	3. The appeals procedure is not a method of circumnavigating or setting aside the professional judgement of assessors on the performance of candidates; it is a way of ensuring that, as far as possible, all relevant circumstances affecting a candidate’s opportunity to demonstrate their capacity to meet the HLTA standards are brought to light and taken into account before a final decision is taken on the candidate’s status.

**2. Grounds for Appeal**

* 1. A candidate can appeal against the decision about HLTA status on the following grounds only:
1. that there has been an error or irregularity in the assessment process.
2. that procedures were not followed correctly during the assessment.
	1. Disagreement with the judgement about HLTA status cannot in itself constitute grounds for appeal.

**3. Condition of an Appeal**

* 1. An appeal will be considered only if it is initiated and conducted by the candidate personally. This does not affect an appellant’s right to be accompanied by a friend. HLTA North will not enter into substantive correspondence with a third party.
	2. An appeal will be considered only if it is submitted within one week of the publication of results. (See 5.1 below).

**4. Advice to Potential Appellants**

* 1. ***Informal Resolution***

Prior to taking a final decision as to whether to appeal, a candidate is advised to speak to a senior assessor at HLTA North to attempt to resolve the issue at that level.

4.2 ***Advice on the Appeals Procedure***

If a candidate requires advice on the operation and applicability of the appeals procedures itself, he/she should consult the administrative team at HLTA North in the first instance.

4.3 ***Confidentiality/ Integrity of the Procedure***

The appeals procedure will be conducted without prejudice to the appellant and will remain confidential between the appellant and his/her companion, the Appeals Panel, the professionals involved in the assessment of the candidate and the senior assessors.

4.4 ***Third Party Accompaniment***

There is no entitlement to legal representation at any stage in the process. A candidate who elects to appear in person may if he/she so wishes, be accompanied by another person, acting as a companion. The companion may not be an assessor who has at any time considered the work of the appellant. It is the responsibility of the candidate to invite the companion to attend any hearing and notify the companion of the time and place for the hearing.

4.5 ***Change of Personal Details***

It is the responsibility of the candidate to keep HLTA North informed of any changes to their personal details held by HLTA North. HLTA North shall not be held responsible for correspondence sent to a non-current address unless the candidate has informed the HLTA North administrators in writing of the change in details.

4.6 ***Expenses***

HLTA North will undertake to pay reasonable and proportionate incidental expenses necessarily incurred by a **successful** appellant.

4.7 ***Withdrawal of an Appeal***

Once an appeal has been withdrawn it cannot be re-instated.

**5. Procedure**

* 1. The appeal must be submitted in writing on the appropriate pro-forma (Appendix 1 below) to HLTA North not later than one week after receipt of formal notification of the decision and must state on which grounds, as set out in 2.1 above, the appeal is made.
	2. The senior assessors will arrange a meeting between the candidate, assessor and an internal moderator to discuss the appeal.
	3. If a satisfactory solution has been reached a senior assessor will communicate this to the appellant.
	4. If no satisfactory solution has been reached the senior assessor will request the candidate assessment file and convene an appeals panel comprising:
* A senior assessor from another region (Chairperson)
* An assessor not involved in the original assessment
* An independent reviewer
	1. The Appeals Panels shall consider the appeal and may require the appellant to appear before it in person. The appellant may be accompanied by a third person (see 4.4 above).
	2. If the appellant fails to attend the hearing without a satisfactory written explanation then the hearing will proceed provided that the Panel are satisfied that the appellant was given sufficient notice of the hearing
	3. If called before the Panel, the appellant or his/her companion may make a statement to the Panel and may respond to any questions the Panel may put. The appellant and companion shall then withdraw
	4. The Panel may also require any relevant moderator(s) to appear before the Panel to answer any questions the Panel may put, after which the moderator(s) shall withdraw
	5. Following the withdrawal of the appellant and companion and of the moderator(s), if called, the Panel shall consider the case on the basis of the evidence taken prior to making its decision.
	6. The decision of the Appeals Panel shall be communicated by the Chairperson to the appellant within five working days of the meeting.

**6. Plea Against the Outcome of the Decision of the Appeals Panel**

* 1. If the candidate is dissatisfied with this decision then they may proceed with an individual appeal directly to the HLTA National Assessment Partnership
	2. Details of how to contact the HLTA National Assessment Partnership for this purpose are available from the administrators of HLTA North.

Appendix 1: Appeals submission

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| Name ………………………………………………………………………………………………………… |
| Date …………………………………. |
| Local Authority (if applicable) …………………………………… School ………………………………………………………………………….. |
| Home Address ………………………………………………………………………………………………………… |
| ………………………………………………………………………………………………………… |
| ………………………………………………………………………………………………………… |
| Contact telephone no ................................................. |
| I wish to appeal against the outcome of my HLTA assessment on the following grounds: |
| Please return this form ***within one week of the assessment notification*** to:Ryan Kaye, HLTA North/Carnegie Leaders in Learning, Leeds Beckett University, Room G04 Carnegie Hall, Headingley, Leeds LS6 3QSr.kaye@leedsbeckett.ac.uk  |