

1st4sport Qualifications Position Statement

Learner Appeals against Recognised Centre Decisions

1st4sport Qualifications Position Statement Learner Appeals against Recognised Centre Decisions

Scope

This position statement will provide guidance for learners who wish to appeal against a decision made by a 1st4sport Qualifications recognised centre and therefore it applies to 1st4sport staff, recognised centres, learners and relevant third parties.

This Position Statement should be read in conjunction with the 1st4sport Qualifications Scope of Recognition Statement¹.

Objective

The objective of this position statement is to provide learners with the process for appealing against a 1st4sport Qualifications recognised centre decision. It covers the following areas:

- Definition of Appeals
- Examples of Potential Appeals decision that may arise
- Grounds to make an Appeal
- 1st4sport Qualification process for appealing against a recognised centre decision
- Glossary of Terms

Definition

An appeal is a request by a learner for 1st4sport Qualifications to review and potentially reverse a decision made by a recognised centre and may include:

- A learner disagreeing with a recognised centre assessment decision.
- A learner disagreeing with a recognised centre decision to remove the learner from a qualification.

Examples may include:

- An assessment decision by a recognised centre has deemed the learner 'not yet competent' and the learner disagrees with this decision.
- A centre has removed a learner from a course due to poor conduct and the learner disagrees with this decision.

¹ This can be found on the 1st4sport Qualifications website – www.1st4sportqualifications.com – in the 'About us' section.

Grounds to Make an Appeal

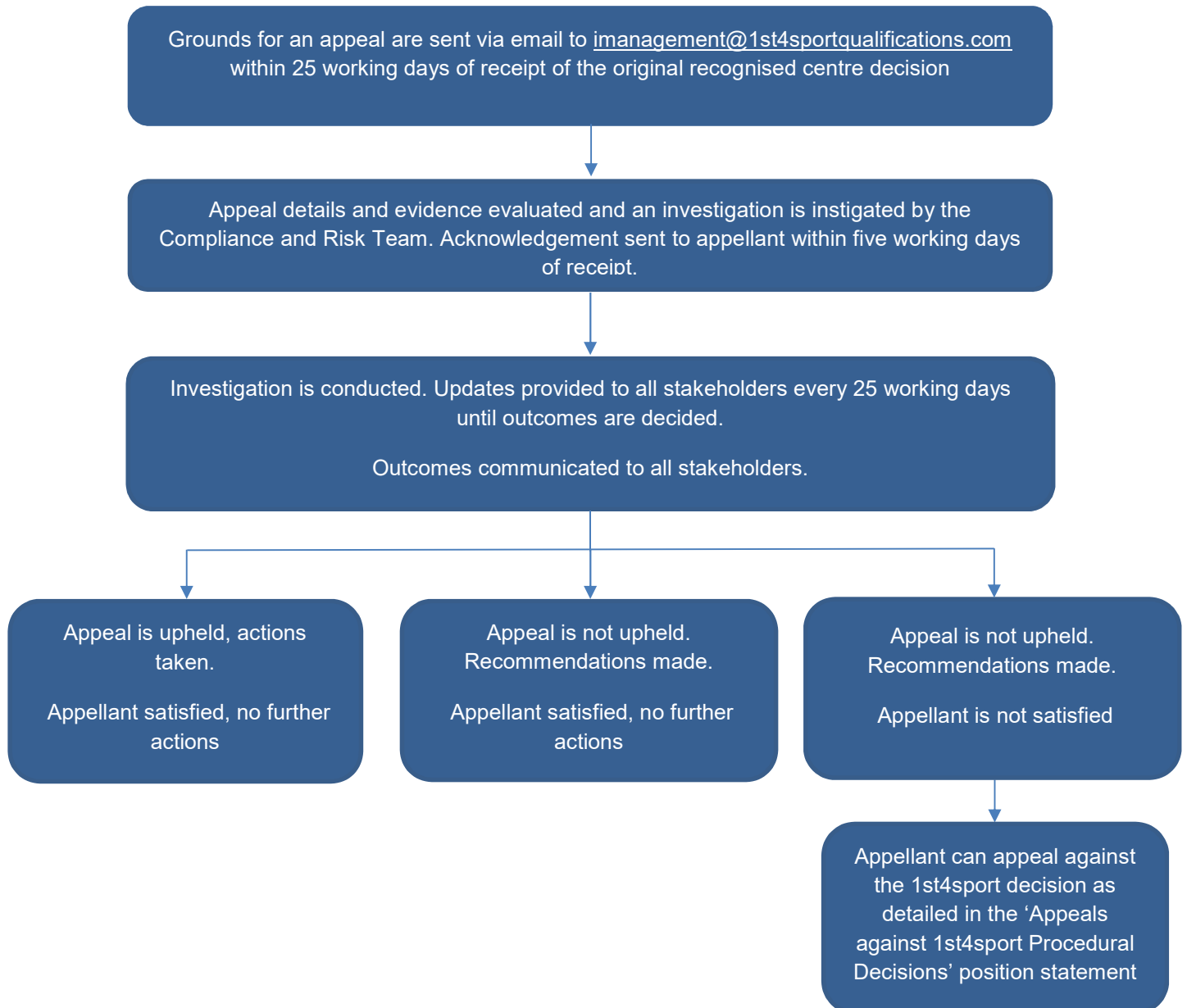
If a learner believes they have grounds for an appeal against a recognised centre decision they should initially follow the recognised centre appeals process. 1st4sport Qualifications would not normally consider an appeal until the centre's procedure has been completed.

In order for an appeal to be considered by 1st4sport Qualifications, specific grounds for the appeal need to be provided which must be either:

- Information and/or evidence to oppose and potentially change the original decision.
- or
- Information and/or evidence to demonstrate that the original decision-making process was not handled in line with established recognised centre procedures.

On receipt of the appeal an appropriately trained member of the 1st4sport Compliance and Risk Team will be allocated to manage the appeal process.

Process for Appealing Against a Recognised Centre Decision



Glossary of Terms

Term	Definition
Appellant	The individual appealing against a recognised centre decision.

Version control

Version number	Date	Comments
V1	January 2010	New Document
V2	January 2012	Document Review
V3	November 2014	Document Review
V4	May 2016	Document Review
V5	November 2017	Full review of document contents
V6	July 2019	Review of document. Minor amendments to wording.