

1st4sport Qualifications Position Statement

Appeals against 1st4sport Procedural Decisions

1st4sport Qualifications Position Statement Appeals against 1st4sport Procedural Decisions

Scope

This position statement will provide guidance for stakeholders who wish to appeal against a procedural decision made by 1st4sport Qualifications and therefore it applies to 1st4sport staff, development partners, external quality assurers, 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 stakeholders with the process for appealing against a 1st4sport Qualifications procedural decision. It covers the following areas:

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

Definition

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

- A centre disagreeing with a 1st4sport Qualifications decision after receiving investigation outcomes.
- A learner disagreeing with a 1st4sport Qualifications decision after receiving investigation outcomes.
- An appeal from a centre/ learner relating to a 1st4sport Qualifications decision to decline a centre's request to make a reasonable adjustment or give special considerations.
- A centre wishing to appeal a decision made during an External Quality Assurance (EQA intervention)

Examples may include:

- A request for a Reasonable Adjustment to Assessment or a Special Consideration has been declined by 1st4sport Qualifications.
- A centre may have received a sanction from 1st4sport Qualifications following an EQA intervention and they feel that the sanction is unnecessary.

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

Grounds to Make an Appeal

If stakeholders believe they have grounds for an appeal against a 1st4sport Qualifications procedural decision they should follow the reporting process detailed within this position statement.

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 procedural decision.
- or
- Information and/or evidence to demonstrate that the original decision-making process was not handled in line with 1st4sport established procedures.

Appeal Fees

1st4sport Qualifications may charge a fee of £100 to cover the administrative costs that are involved with dealing with an appeal as detailed below.

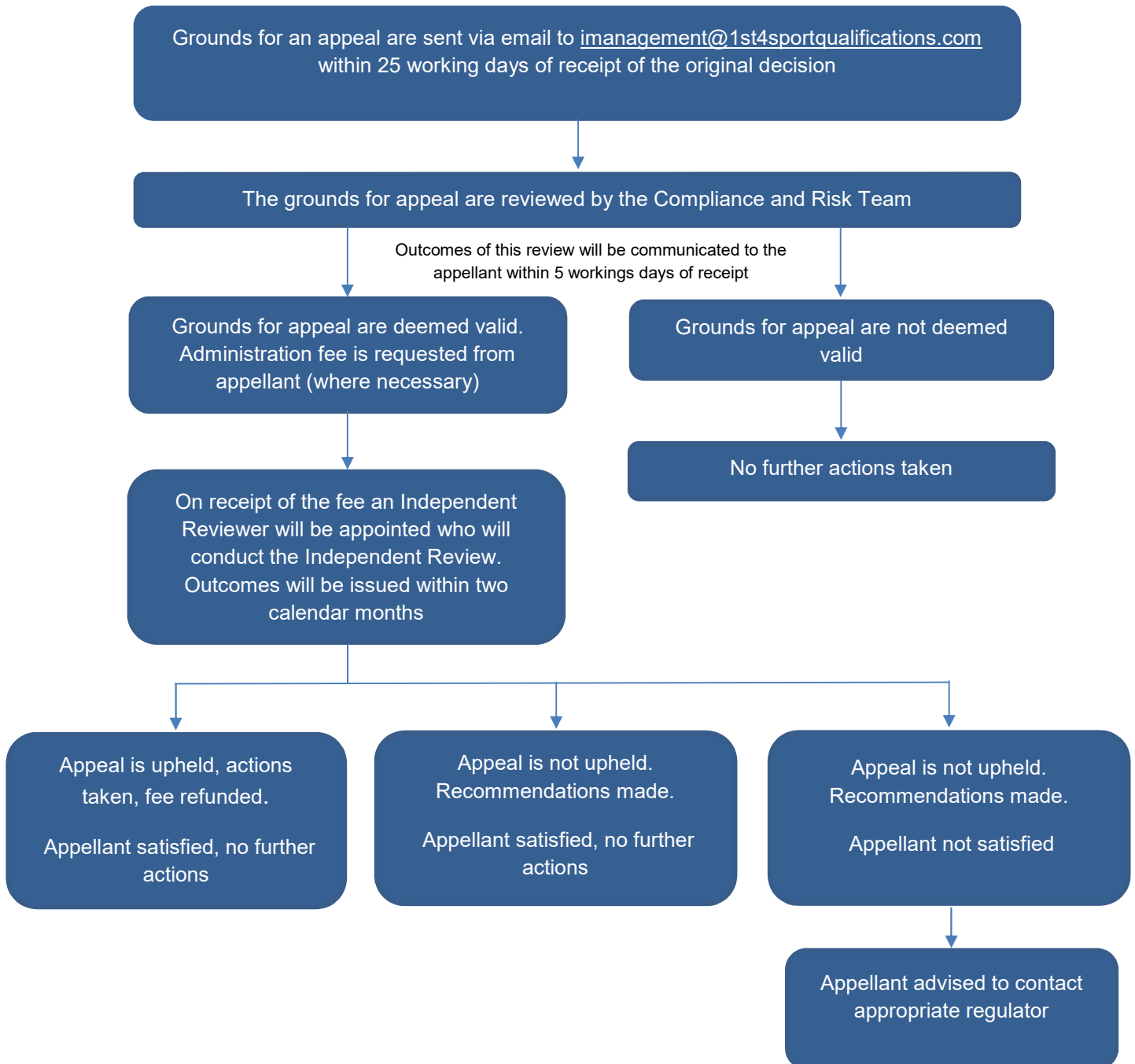
Category	Type of appeal	Fee
1	Learner or centre appealing the outcome of an investigation into a complaint, appeal or customer service complaint	£100
2	Centre appealing the decision to refuse a Reasonable Adjustment to Assessment of Special Consideration	No fee
	Centre appealing the outcome of an EQA intervention	No fee

1st4sport Qualifications will review the grounds for appeal and if they are deemed valid the fee will be requested from the appellant and a cheque with the fee amount, made payable to Coachwise Ltd, to be sent to:

The Compliance and Risk Team, 1st4sport Qualifications, Coachwise Ltd, Chelsea Close, Off Amberley Road, Armley, Leeds, LS12 4HP

1st4sport Qualifications will not process the cheque until the appeals investigation has been finalised and all outcomes communicated. If the appeal is successful, 1st4sport Qualifications will return the cheque and the appellant will not be charged.

Process for Appealing Against a 1st4sport Qualifications Procedural Decision



Glossary of Terms

Term	Definition
Appellant	The individual or organisation appealing against a 1st4sport Qualifications procedural decision.
Independent Reviewer	<p>A person with relevant knowledge and experience who manages the appeal.</p> <p>For Category 1 the Independent Reviewer will be someone with no link to 1st4sport.</p> <p>For Category 2 the Independent Reviewer will be a member of 1st4sport staff who has had no involvement in the initial decision.</p>
Independent Review (Category 1)	<p>The Independent Reviewer will conduct a review covering:</p> <ul style="list-style-type: none"> • An evaluation of the evidence and case file to determine 1st4sport Qualifications adherence to regulatory conditions and published procedures during the investigation process. • An evaluation of the actions taken by 1st4sport Qualifications during the investigation process. • An evaluation of the validity of the outcomes following the investigation process. <p>The Independent Reviewer may decide to include other individuals in the review process. It is their responsibility to coordinate this, convene any panel meetings and ensure that the review process is documented accordingly.</p>
Independent Review (Category 2)	<p>The Independent Reviewer will conduct a review covering:</p> <ul style="list-style-type: none"> • An evaluation of the evidence to determine 1st4sport Qualifications adherence to regulatory conditions and published procedures during the decision making process. • An evaluation of the validity of the outcomes following the decision making process. <p>The Independent Reviewer may decide to include other individuals in the review process. It is their responsibility to coordinate this, convene any panel meetings and ensure that the review process is documented accordingly.</p>

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	Full review of document. Clarifications added to all sections relating to fees, process and Independent Reviewers