



## APPEALS POLICY

### **RELATED POLICIES**

Training and Assessment Policy, Orientation and Enrolment Policy

### **RATIONALE**

This policy ensures students have a fair and easy process to voice their concerns relating to assessment decisions and outcomes.

### **POLICY**

APAN provides fair and easily accessible outlet where students can voice assessment concerns with respective trainers and assessors. Students should feel comfortable and completely aware of their rights to appeal against an assessment decision. APAN has a two-step appeals procedure.

FIRSTLY all practical assessments are CO-ASSESSED. If a non- competent mark is given it has been checked by more than one trainer to begin with.

SECONDLY all written assessments that are going to receive a NOT YET COMPETENT mark will have the work reviewed by more than one vocational trainer as well as the assessor.

All students and staff will have access to external assessing company for appeals if they choose to pursue this avenue.

Appeals assessors such as

- Actors Equity
- Mediators Alliance
- Training Accreditation Council
- An external Assessor from another PA RTO or Freelance Cert IV with PA background

These assessors will provide independent advice and information regarding assessment decisions



## WHO IS INVOLVED IN THE APPEALS PROCESS

### Step One:

- The Candidate who has submitted the appeal
- The Assessor involved in the result being appealed

### Step Two:

- The Candidate who has submitted the appeal
- The Assessor involved in the result being appealed
- Verifier
- Extra Trainer

## CONDITIONS OF AN APPEAL

- An Appeal can only lodged up to and including 5 days after Mark and Grade is given.
- The candidate may approach the trainer after a given training session. The candidate must approach trainer in PRIVATE. No Discussion will be entered into in public due to confidentiality breeches of the candidate and other candidates of the training session.

## **TERMINOLOGY**

### APPEAL

An appeal is entered into when a candidate is of the opinion that he/she received an unjust mark for ANY mark of assessment.

## **RELATED DOCUMENTS**

- Appeals Form
- Minute Meetings

