

## **Appeals Policy**

### **Aims and Values**

BASCITT is committed to ensuring that all trainees are treated fairly and with consideration. 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 trainee to appeal against a decision that has been made about their progress or ability to meet the Teachers' Standards.

This policy covers appeals against:

- Failure of teaching placements
- Failure to meet the criteria set for activities/tasks/assignments set during the course of the year
- Failure to meet the Code of Conduct

### **Leadership and Management**

**BASCITT Executive Board** is responsible for:

- Appointing an Appeals Committee which consists of three Headteachers (not from the school where the trainee is working)
- Ensuring that the policy is working in practice
- Monitoring the success of the policy
- Identifying any failures of the policy
- Addressing and resolving any failures of the policy

**The Appeals Committee** is responsible for:

- Implementing Appeal procedures
- Presenting evidence and recommendations to the Executive Board

**The BASCITT Programme Manager** is responsible for:

- Ensuring that the trainees are aware of the procedures
- Presenting evidence as required by the Appeals Committee

### **Procedures**

Trainees have the right to appeal if the judgment has been made that they have failed any aspect of the course.

Any appeal will be dealt with in a professional manner.

Trainees who wish to appeal against any judgement made should write to the BASCITT Programme Manager within fifteen school working days of receiving the judgment.

The Programme Manager will inform the Management Board who will appoint an Assessment Appeals Committee to convene within fifteen school working days of receipt of the appeal.

Should the situation arise at the end of the course, if the appeal is submitted within five school working days the committee will meet within fifteen school working days. Appeals received after the end of the Summer Term but within fifteen school working days will be heard in September.

The Appeals Committee will consider all documented evidence. They will then decide whether or not to uphold the decision.

The decisions of the Appeals Committee will be reported back to the Executive Board.

The trainee will be informed in writing of the outcome by the Chair of the Management Board.

If the trainee's appeal is upheld, the trainee will be given full support by the BASCITT Programme Manager to continue the course or to defer training (if that is within the trainee's best interest).

The BASCITT Programme Manager will implement any recommendations made by the Appeals Committee.

### **Monitoring**

**The Executive Board** will monitor the implementation of the policy by:

- Ensuring trainee awareness of the policy, if required
- Ensuring criteria are clear and are applied consistently

### **Training and Development**

SCITTCos and mentors will attend training on the standardisation of judgements and will be made aware of the Appeals Policy. The Executive Board will propose solutions to any issues arising from failure in policy and procedures.

### **Publishing Policy**

This Policy will be made available to all those involved in the BASCITT via the website:

[www.basingstokescitt.com](http://www.basingstokescitt.com)

**For review: July 2015**