

RPA 2000 General Documents**G6: Appeals Regarding Initial Certification and Renewal of Certification**

- Applicants who are informed that they have failed to demonstrate competence for initial certification or renewal of certification have the right of appeal to the Board within one month of being notified of the result.
- Appeals can be made based on:
 - procedural matters related to the assessment process.
 - the decision of the Assessment Panel when considering the submitted evidence was inadequate to demonstrate competence.
- Appeals must be made in writing and by email (admin@RPA200.org.uk) and must include a statement from the appellant setting out the grounds for the Appeal.
- The Assessment Secretary will set up an Appeal Panel that will include a chair and two Assessors who were not involved with the original assessment.
- The Appeal Panels will consider:
 - the statement from the appellant setting out the grounds for the appeal;
 - all available material that was available to the original Assessment Panel;
 - call for such additional information as is considered necessary to clarify the previously available material, but not seek or accept additional evidence that effectively augments the original application;
- Within 3 months, the Appeal Panel will decide, based on the available evidence, whether:
 - the assessment procedure was correctly followed, and the assessment panel judgement was acceptable; or
 - there was an issue regarding the procedural matters, and this affected the outcome; and/or
 - the judgement of the assessment panel was flawed, and the evidence did demonstrate competence.
- The Appeal Panel will summarise their findings in a report and inform the Assessment Secretary, who will advise the Board of their recommendation. The report will be retained on file by RPA 2000.
- Within 10 days of receiving the report, the Assessment Secretary (via the Administration Secretary) will inform the appellant of that outcome with reasons.
- The Appeal Panel's judgements are final.

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