

RPA 2000 Guidance Documents
GD3: Consequences of Failure to Meet Timescales for the Provision of Further Information Requested by Assessors

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1 INTRODUCTION

Delays in the assessment process are often caused by applicants who fail to provide the further information requested by Assessors within the required timescale.

When an Assessor requests further information to complete an assessment, the applicant is given a specific date (two months following the request) by which this information must be received by RPA 2000. Applicants are personally responsible for the timely submission of further information. No further reminder will be provided and if the information is not received by the specified date the application will be rejected.

Extenuating circumstances may need to be taken into consideration, for example medical conditions, and the Assessment Secretary is given the discretion to make allowances where appropriate. Applicants need to give priority to their certification and citing work pressures for any delays or extension requests is not usually considered to be an extenuating circumstance.

To help inform Applicants of the consequences after the failure to meet timescales for further evidence requests, four common situations have been identified. Where an actual situation varies from those identified, this will be reviewed by the Assessment Secretary before reaching a decision.

2 SCENARIOS FOR FAILURE OF APPLICANTS TO MEET TIMESCALES FOR THE PROVISION OF FURTHER INFORMATION

2.1 An applicant for an initial certification fails to provide requested further information by the date specified by RPA 2000, and fails to provide details of any extenuating circumstances that have prevented the timely provision of the information.

The initial application will be deemed to have failed and the fee will be forfeited. An applicant who still wishes to seek certification will have to submit a new, updated application and portfolio and pay the associated application fee.

2.2 An applicant for an initial certification fails to provide requested further information by the date specified by RPA 2000, but within six months of this date provides details of extenuating medical circumstances for not having been able to contact RPA 2000 sooner.

At the discretion of the Assessment Secretary, two options are immediately available:

- (i) The applicant may be allowed an agreed additional period during which to provide the requested further information. If this is not achieved and no explanation from the applicant is forthcoming, the application will be deemed to have failed, and the fee will be forfeited. An applicant who still wishes to seek certification will have to submit a new, updated application and portfolio and pay the associated application fee.
- (ii) The applicant may have the portfolio returned and be invited to revise it by incorporating the further information. It can then be resubmitted to RPA 2000 within a mutually agreed time period without payment of a further fee.

2.3 An applicant seeking a renewal fails to provide requested further information by the date specified by RPA 2000 and fails to provide details of any extenuating circumstances that have prevented the timely provision of the information.

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The current certificate will not be renewed or extended, and the applicant will be informed that, legally, they will no longer be able to undertake RPA or RWA duties once the current certificate expires.

The current certificate can still be renewed provided that a further updated and suitable RCS renewal application (and fee) is received within six months of the expiry of the previous certificate. If granted, the renewed certificate will become valid from the date the applicant is notified by the Administration Secretary.

Once six months have elapsed from the date of expiry of the certificate, the only route to further certification is by means of a full portfolio as for an initial application, with the associated application fee.

2.4 An applicant seeking a renewal fails to provide requested further information by the date specified by RPA 2000, but within six months of this date provides details of extenuating circumstances for not having been able to contact RPA 2000 sooner.

At the discretion of the Assessment Secretary, the options that are immediately available include:

- (i) If the extenuating circumstances are made apparent in time, it may be possible to extend the validity of the current certificate for up to six months and the applicant allowed an agreed additional period during which to provide the requested further information. If this is not achieved, the application will be deemed to have failed, and the fee will be forfeited. An applicant who still wishes to seek certification will have to submit a new, updated RCS application (and fee).
- (ii) If the validity of the current certificate has already expired, the applicant will have already been told that, legally, they are no longer able to undertake RPA or RWA duties. However, the certificate can still be renewed provided that the further information is received within 12 months after expiry of the previous certificate. If granted, the renewed certificate will become valid from the date the applicant is notified by the Administration Secretary.
- (iii) Once 12 months have elapsed from the date of expiry of the current certificate, the only route to further certification is by means of a full portfolio as for an initial application, with the associated application fee.

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