

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

- 1) 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 calendar month of being notified of the result. Accordingly, portfolios of evidence will not be returned to unsuccessful applicants for one calendar month from the date of notification.
- 2) Appeals can be made based on:
 - a) procedural matters related to the assessment process (as outlined in document G1) that may affect the assessment outcome.
 - b) the decision of the Assessment Panel that the submitted evidence was inadequate to demonstrate competence.
- 3) Appeals must be made in writing and by email (assessment@RPA2000.org.uk) and must include a written statement from the appellant setting out the grounds for the appeal.
- 4) The statement must explain whether the appeal is being made on the grounds of 2a), 2b) or both and provide detail outlining its rationale.
- 5) If, in the view of the Assessment Secretary, the appeal does not meet the requirements of 2) and 3), an Appeal Panel will not be convened.
- 6) If the appeal meets the requirements of 2) and 3), 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.
- 7) The Appeal Panels will consider:
 - a) the statement from the appellant setting out the grounds for the appeal and
 - b) all available material that was available to the original Assessment Panel.
- 8) The Appeal Panel can, at its discretion, call for such additional information as is considered necessary to clarify the previously available material, but may not seek or accept additional evidence that effectively augments the original application.
- 9) Within three calendar months, the Appeal Panel will decide, based on the available evidence, whether:
 - a) the assessment procedure was correctly followed, and the assessment panel's decision was correct; or
 - b) there was an issue regarding the procedural matters, and this affected the outcome; or

Document Name	Version	Date	Author	Page
G5	1.3	28/04/23	DS	1 of 2

- c) there was an issue regarding procedural matters, but this did not affect the outcome; or
 - d) the judgement of the assessment panel was flawed, and the evidence did demonstrate competence.
- 10) The decision of the Appeal Panel must be one of the four above outcomes and can be accompanied by recommendations for consideration by the Board
 - 11) The Appeal Panel will summarise their findings in a report and inform the Assessment Secretary, who will advise the Board of their decision and recommendation. The report will be retained on file by RPA 2000.
 - 12) The Board will make a final decision regarding the appeal within one calendar month of receiving the recommendation made by the Appeal Panel.
 - 13) Within 10 days of receiving a decision from the Board, the Assessment Secretary (via the Administration Secretary) will inform the appellant of that outcome.
 - 14) The Board's decision is final.

Document Name	Version	Date	Author	Page
G5	1.3	28/04/23	DS	2 of 2