

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) Applicants have the opportunity to appeal their assessment outcome decision based on procedural matters related to the assessment process. Appeals against judgements of assessors or other decisions made by the assessment panel will not be accepted.
- 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. The statement must clearly state the reasons for the appeal and not simply consist of critical comments relating to the assessment procedure.
- 4) If the appeal meets the requirements of 2), 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.
- 5) 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.
- 6) Within three calendar months, the Appeal Panel will decide, based on the available evidence, whether:
 - a) the assessment procedure was correctly followed
 - b) there was an issue regarding the procedural matters related to the assessment process
- 7) The decision of the Appeal Panel must be one of the two above outcomes and can be accompanied by recommendations for consideration by the Board
- 8) 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.
- 9) The Board will make a final decision regarding the appeal within one calendar month of receiving the recommendation made by the Appeal Panel.
- 10) Within 10 days of receiving a decision from the Board, the Assessment Secretary (via the Administration Secretary) will inform the appellant of that outcome.
- 11) The Board's decision is final.

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