

**APPRENTICESHIP STANDARDS APPEALS
PROCEDURE**



Candidate name:	
Centre name and address: Abingdon and Witney College Wootton Road ABINGDON, OX14 1GG Tel 01235 555585	
Training Provider Contact:	
Email:	Mob:
Quality Lead: Gemma Burgess	
EPA Awarding Organisation:	
<p><u>Appeals procedure</u></p> <p>I understand that the training provider will not be assessing work produced for the End Point Assessment (EPA), and that their role is to provide advice and guidance through the process.</p> <p>I understand that I must gain agreement from both my employer and training provider that my EPA evidence is competent for submission.</p> <p>If I disagree with any part of the EPA process I have the right to appeal.</p> <p>If the problem cannot be resolved by talking to my tutor and employer to my satisfaction, I can appeal in writing to the Quality Lead at the address above. The Quality Lead will respond to my appeal within 10 working days of receipt of the appeal. If necessary, the Quality Lead will refer the appeal to the Awarding Organisation.</p> <p>The Awarding Organisation decision is final.</p>	
Please sign this form with your tutor as evidence that the appeals process has been explained to you	
Candidate signature	Date
Training Provider signature	Date