



RECRUITMENT APPEALS PROCEDURE

Introduction

The aim of this procedure is to enable applicants to appeal against decisions in respect of recruitment for places on the programme. It may also be used as the procedure for appealing against the result of a Complaint/Grievance.

The chair of the appeals panel will be the SCITT Accounting Officer unless the applicant is connected to the school of the Accounting Officer. In such circumstances a member of the three person panel will be appointed.

Grounds for Appeal

The Appeals Group,- has the authority to deal with appeals against the decisions of the interview panel upon one of the following grounds:

- a) that the applicants interview performance had been adversely affected by circumstances which the applicant could not have reasonably divulged to the Interview Panel at the time of the original interview (Submissions made on these grounds must be supported with appropriate documentary evidence)
- b) that there had been an administrative error materially affecting the interview
- c) that procedural irregularities with regards to the formal conduct of the interview process can be found
- d) where there is positive evidence of prejudice or discrimination on the part of a person involved in the interview process

The Appeals Group will be made up of staff from the Steering Group not involved in the original interview process (please below in c)

Procedures to be followed before a formal appeal

Before the formal commencement of an appeal, it is expected that the applicant will discuss the grievance with the SCITT Director. An independent representative will be made available on request.

Lodging an Appeal

- a) If the applicant wishes to continue the appeal, she/he must inform the SCITT Director in writing within 10 days of the notification of the outcome of the interview.
- b) On receipt of the notice, the Chair of the Appeals Group in consultation with the SCITT Accounting Officer will convene a meeting of the Appeals Group within 14 days
- c) The Appeals Group will consist of three members selected from:
 - i. Trust Directors
 - ii. The Accounting Officer
 - iii. The SCITT Steering Group-Strategic partners
 - iv. Headteachers or their representatives
 - v. Subject Facilitators
 - vi. Subject Visiting Tutors

Normally with no more than two from any group. No-one may sit on the panel if they have a conflict of interest or the applicant is known to them.

- d) The members of the Appeals Group shall not have a direct connection with the applicant. The Director may give evidence. A SCITT administrator will act as secretary.
- e) Both the applicant shall be informed of the date of the appeal meeting at least 7 days in advance and will be invited to attend. Any written statements or documentary evidence must be passed to the SCITT Business manager 5 days in advance of the meeting to allow time for distribution to the other members of the Group.

The Appeals Group Meeting

The following procedure shall be followed in the case of an Appeal against an interview decision or the outcome of a Complaint/Grievance.

- a) The Appeals Group shall proceed if a quorum of 3 persons is present
- b) No observers are permitted to attend the meeting but the applicant may be accompanied by another person who can act as their representative
- c) The Group shall have the authority to ask any individual to appear before it if it is considered to be in the interests of the parties for it to do so
- d) The Director will provide information regarding the rejection
- e) The Applicant will provide information to support his/her appeal
- f) The Group shall adjourn after the hearing to consider the evidence and arguments presented to it. Only its members may be present at this time
- g) The only options open to the Group shall be to:
 - i. dismiss the appeal and decree that the original decision shall stand
 - ii. uphold the appeal, in which case it shall request those responsible for the initial decision to reconsider that decision in the light of the new evidence
- h) The applicant shall be notified of the Appeals Group decision without delay
- i) Confidential minutes of the meeting will be agreed by the Business Manager and Chair of the Appeals Group and given to the Accounting Officer

- j) If the Group decides for the applicant, the panel responsible for the original decision shall be reconvened at the earliest opportunity and its decisions conveyed to the Business Manager and Chair of the Appeals Group, before informing the applicant of the final decision

Assessment Appeals Procedure

This procedure has been created to enable trainees to appeal against the recommendation for Qualified Teacher Status at any stage of the training. It may also be used as the procedure for appealing against the result of a Disciplinary Action or a complaint/grievance.

Grounds for Appeal

The Appeals Panel is made up of at least three representatives of, as well as a Headteacher from one of the SCITT partner schools. It will receive information via the Director from the Awarding Group (Subject Visiting Tutor, Professional and Subject Mentors where appropriate). It has the authority to deal with appeals against the decisions made by members of the Awarding Group upon one of the following grounds:

- a) that the trainee's ability to achieve QTS had been adversely affected by circumstances which the trainee could not have reasonably divulged to the Awarding Group at the time of the original assessment. (Submissions made on these grounds must be supported with appropriate documentary evidence)
- b) that there had been an administrative error materially affecting the recommendation for QTS
- c) that procedural irregularities with regards to the recommendation of QTS can be found
- d) where there is positive evidence of prejudice or discrimination on the part of a person involved in the or a particular part of the recommendation process

The Appeals Panel also has the authority to deal with appeals against the decisions of a Disciplinary panel or the outcomes of a Complaint/Grievance pursued through the SCITT Complaints and Grievance procedure (which includes matters relating to Equal Opportunities).

Procedures to be followed before a formal appeal

Before the instigation of a formal appeal, it is expected that the trainee discuss the grievance with the appropriate, Subject Visiting Tutor, Professional Mentor or Subject Mentor. An independent representative, will be made available on request.

Lodging an Appeal: Stage 1

- a) An appeal must be made in writing within 14 days of the recommendation for QTS or the outcome of the Disciplinary Panel, to the SCITT Director.
- b) After considering the grievance in discussion with named people involved in the case, the Director will inform the trainee of the outcome of the decision within 10 days of receipt of the appeal
- c) If the Director is of the opinion that there is justifiable grounds for appeal, they will consult the appropriate person from the Awarding Group with a view to amending the original recommendation

- d) Where the Director is of the opinion that the original recommendation was fair, the trainee will be informed of the reasons for the decision
- e) The trainee can then either accept the outcome, in which case no further action need be taken, or move to Stage 2 of the procedure

Lodging an Appeal: Stage 2

- f) If the trainee wishes to continue the appeal, s/he must inform the Director in writing within 10 days of the notification of the outcome of Stage 1
- g) On receipt of the notice, the Director, in consultation with the Chair of the SCITT Steering group, will convene a meeting of the Appeals Panel within 14 days
- h) The Appeals Panel shall be comprised of 3 members as stated above. The members of the Appeals Group shall not be the same as members of the Awarding Group, nor shall they have a direct connection with the trainee such as being the Headteacher of one of the trainee's placement schools. The Business Administrator shall act as Secretary to the Group.
- i) Both the trainee and appropriate member(s) of the Awarding Group shall be informed of the date of the appeal meeting at least 7 days in advance and will be invited to attend. Any written statements or documentary evidence must be passed to the Secretary 5 days in advance of the meeting to allow time for distribution to the other members of the Group.

The Appeals Panel Meeting

The following procedure shall be followed in the case of an Appeal against a Disciplinary Hearing or the outcome of a Complaint/Grievance.

1. The Appeals Panel shall proceed only if a quorum of 3 persons or more is present
2. No observers are permitted to attend the meeting but the trainee may be accompanied by another person who can act as their representative
3. The Panel shall have the authority to ask any individual to appear before it if it is considered to be in the interests of the parties for it to do so
4. The Panel shall adjourn after the hearing to consider the evidence and arguments presented to it. Only its members may be present at this time.
5. The only options open to the Panel shall be to:
 - a) dismiss the appeal and rule that the original decision shall stand
 - b) uphold the appeal, in which case it shall request those responsible for the initial decision to reconsider that decision in the light of the new evidence
6. The trainee shall be notified of the Appeal Panels decision without delay
7. Confidential minutes of the meeting will be agreed by the Secretary and Chair of the Appeals Panel and given to the Chair of the SCITT Steering Group
8. If the Panel decides in favour of the trainee, the appropriate members of the Awarding Group responsible for the original decision shall be reconvened at the earliest opportunity and its decisions conveyed to the Secretary and Chair of the Appeals Panel, before informing the trainee of the final decision