

Appeals Procedure

A Candidate may lodge an appeal if they disagree with a grade awarded or feel that they have been unfairly assessed. All appeals **must** be lodged in writing.

Timeframe for Appeals:

Appeals must be lodged before the close of the second assessment period following assessment. In other words, if they are assessed during a Winter assessment period, or prior to the Winter Assessment period, they must lodge the appeal before the close of the following Summer Assessment Period. This gives the candidate roughly **six months** in which to appeal. After this, all records will be archived.

Upon receipt of an appeal:

- The appeal is acknowledged, in writing (by email or letter).
- The appeal is photocopied and distributed to the members of the board.
- There are 3 members, usually consisting of the Training Manager, an independent trainer and a member of the Board.
- The 3 appeal board members individually examine the provided information and evidence and make their own recommendations on the case.
- Once the board have made their decision, the verdict is delivered to the applicant in writing (again by email or letter).

If the candidate is unsatisfied with the outcome of an appeal, then a further appeal can be made directly to

Fetac:

East Point Plaza
East Point Business Park
Dublin 3.

Records of appeals will be kept in the candidate file and will be archived with the respective coursework.

If appropriate at this time, the candidate's new grade is entered on Fetac for certification. In the event of the candidate failing to qualify for certification, they are advised of options for further or repeat training, should they so wish. Appeals should be made in writing to:

Billy Goodburn
Co-Operative Development Manager
ICOS
The Plunkett House
84 Merrion Square
Dublin 2