

Professional Discussion Appeal Procedure

Procedure for lodging an appeal against the arrangements of the Chartered Town Planner Apprenticeship End Point Assessment Professional Discussion

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As originally adopted by the Board of Trustees on 20 December 2016

1. An unsuccessful apprentice may make a formal appeal in writing against the decision reached by assessors on the outcome of their Professional Discussion.
2. The only grounds on which an appeal against a Professional Discussion can be made are:
 - Administrative process did not meet published guidelines;
 - Unsatisfactory conduct of the interview in accordance with the guidance;
 - An unforeseen event during the Professional Discussion.
3. An apprentice cannot appeal against the judgement of the assessors based solely on the outcome of the assessment. Apprentices must provide evidence to demonstrate the grounds for appeal as set out in clause 2.
4. The appeal statement must set out the grounds for appeal, cross referenced to the Professional Discussion and state the facts or matters relied on in support of the appeal. There is no word limit for an appeal statement.
5. Any such notice of appeal must be made in writing to the RTPI Head of Professional Development & Education at epa@rpti.org.uk clearly stating the grounds for appeal within 21 days of the date of the outcome notification. An appeal can take up to three months to process.
6. A resit or retake cannot be arranged at the same time as an appeal. The outcome of the appeal will be determined before a further Professional Discussion can be completed.
7. Appeals are considered by an Appeal Panel, who were not involved in the assessment of the apprentice's Professional Discussion.

8. The Appeal Panel will review the recording of the Professional Discussion and will be provided with all the documentation that was available to the assessors, as well as the feedback from the assessors to the apprentice, and the additional appeal statement.
9. The Appeal Panel shall make determinations based on the grounds of the appeal on stating at least one of the following:
 - a. Confirm the findings of the assessors and recommend that the appeal be **dismissed**;
 - b. Rescind the findings of the assessors and recommend that the appeal be **allowed**;
10. The decision of the Appeal Panel shall be final and notice of the decision and the reasons therefore will be sent to the apprentice in writing.
11. The Membership and Ethics Committee (MEC) and Membership Assessment Advisory Panel (MAAP) will be notified of all decisions of the Appeal Panel.
12. The assessors who undertook the apprentice's Professional Discussion will be notified of the decision of the Appeal Panel.
13. Before making an appeal in relation to the Professional Discussion, apprentices are encouraged to contact the Education Team to discuss their circumstances. The Education Team can be contacted on 44(0) 7929 1411 or epa@rtpi.org.uk
14. Appeals must be sent for the attention of the Head of Professional Development & Education and emailed to epa@rtpi.org.uk .