# Appeal Form

This form is the first stage of the appeals procedure and should only be used when a learner, apprentice, centre or training provider wish to appeal a VetSkill decision.

Before completing this form, the learner/apprentice and centre/training provider should ensure they have read VetSkill’s *Enquiries and Appeals Policy* and referred to VetSkill’s *Centre Fee Structure*, both of which are available on the VetSkill website ([www.vetskill.com](http://www.vetskill.com)).

If a learner/apprentice wishes to appeal against a decision taken by a centre or training provider, they must first go through that organisation’s appeals process before bringing the matter to VetSkill.

In order for VetSkill to review the appeal in full, as much information and detail as possible should be provided.

The appeal outcome will be shared with the individual who submitted the appeal, the named centre/training provider contact recorded on the appeal form, and the Programme/End-Point Assessment Manager and other relevant staff within the organisation, in accordance with the staffing structure.

Please note that the appeal outcome is confidential and should not be shared with anyone else.

# Learner/Apprentice Details

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred title |  | Preferred pronoun |  |
| First name |  | | |
| Surname |  | | |
| Email address |  | | |
| VetSkill or ACE360 identification number, as applicable |  | | |

# Centre/Training Provider Details

|  |  |
| --- | --- |
| Centre/Training Provider name |  |
| Centre/Training Provider number |  |
| Centre/Training Provider contact name |  |
| Contact’s job title |  |
| Contact’s email address |  |

# Qualification/Apprenticeship Details

|  |  |
| --- | --- |
| Qualification/Apprenticeship title and level |  |
| Assessment/examination title |  |
| Date the centre/training provider/learner/apprentice received notification of VetSkill’s decision (assessment results and/or outcome of any enquiry) |  |

# Appeal Information

1. Appeal Details

Please provide the details of the appeal, explaining as fully as possible.

|  |
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|  |

* 1. Appeal Proposed Resolution

Please provide the details of what would be regarded as a successful outcome to the appeal, explaining as fully as possible.

|  |
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|  |

# 5. Payment Details

There is a fee payable when raising an appeal; please refer to the *Centre Fee Structure* on VetSkill’s website.

1. BACS Transfer

Payment can be made by BACS using the details listed below:

Sort Code **60-11-30**

NatWest Account Number **18138993**

VAT Registration Number **357095868**

Please use the reference [**your surname**] **– Appeal**

For example *Smith – Appeal*

# 6. Declaration

|  |  |  |
| --- | --- | --- |
| I confirm that: | | |
| By completing and submitting this form to VetSkill, I give my consent to the processing and storage of this data, and the sharing of the appeal outcome with my centre/training provider. | |  |
| If submitting on behalf of a learner/apprentice, they have given their consent to the processing and storage of this data, and the sharing of the appeal outcome with their centre/training provider. | |  |
| I have made payment of the full appeal fee. | |  |
| The information I have supplied is accurate and, to the best of my knowledge and understanding, is correct. | |  |
| I understand that the appeal outcome is confidential and must not be shared with anyone outside the centre/training provider. | |  |
| Signed |  | |
| Full name |  | |
| Date |  | |

Please email the completed form to [priority@vetskill.com](mailto:priority@vetskill.com).