Stage 2 Appeal Form - Qualifications

Before you complete this form, we recommend you read through our ‘Appeals Policy and Process – Qualifications’ as this contains important information on the grounds for appeal and the appeals process. This document can be found on our website [www.innovateawarding.org](http://www.innovateawarding.org).

# Completing the form

This form should be submitted within **5** working days of the decision or outcome of an Enquiry and/or Stage 1 appeal.

* Please answer all the questions (Please use additional pages if required)
* Attach any written documentation or evidence to support your appeal if appropriate
* If handwritten, please write in BLOCK CAPITALS

**Once completed, please email to:** compliance@innovateawarding.org

|  |  |
| --- | --- |
| **Learner name** |  |
| **Learner DOB** |  |
| **Learner email address** |  |
| **Qualification** |  |
| **Unit name**  |  |
| **Provider name**  |  |
| **Has a previous Enquiry stage been submitted? –** *yes/no* |  |
| **Has a previous Stage 1 appeal been submitted?** *– yes/no* |  |
| **Reason for escalation to Stage 2** |  |
| **Date of Enquiry/Stage 1 decision you are appealing against** |  |

|  |
| --- |
| **Declaration** |
| **I can confirm, to the best of my knowledge, the information within this appeal form is true and correct.** **I understand there will be a charge of £500.00 if the appeal is not upheld.** |
| **Name**  |  |
| **Role -***If not being completed by learner* |  |
| **Email address –** *If not being completed by learner* |  |
| **Signed\***  |  |
| **Date** |  |

\*Submission by email from the providers/learners email address will be accepted in place of a signature.

If you are not sure how to complete any part of this form, or you have a question, please email compliance@innovateawarding.org