Enquiry 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 enquiries, appeals and the process. This document can be found on our website, [www.innovateawarding.org](http://www.innovateawarding.org)

# Completing the form

This form should be completed and submitted within **10** working days of the decision or outcome that you want to appeal against.

* Please answer all the questions (Please use additional pages if required)
* Attach any written documentation or evidence to support your appeal if appropriate

**This stage does not involve any remarking.**

**Once completed, please email to:** [compliance@innovateawarding.org](mailto:compliance@innovateawarding.org)

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| --- | --- |
| **Learner name:** |  |
| **Learner DOB:** |  |
| **Learner email address:** |  |
| **Qualification:** |  |
| **Unit name:** |  |
| **Centre name:** |  |
| **Details of enquiry:**  What are your grounds for the enquiry? |  |
| **Which procedure do you feel was not followed correctly:** |  |
| **Which policy do you feel was not implemented correctly:** |  |
| **Desired outcome of this enquiry:**  What would you like to happen as a result of this enquiry? |  |
| **Date of action/decision you are enquiring against:** |  |

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| **Declaration** |
| **I can confirm, to the best of my knowledge, the information within this enquiry form is true and correct.**  **I understand there will be a charge of £15.00 if the appeal is not upheld.** | | |
| **Name:** | |  |
| **Role within the centre:** | |  |
| **Email address:** | |  |
| **Signed:\*** | |  |
| **Date:** | |  |

\*Submission by email from the appellants 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](mailto:compliance@innovateawarding.org)