Provider Enquiry Form

Before you complete this form, we recommend you read through our Enquiry policy and process as this contains some very important information on the grounds for enquiry and the enquiries 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 ten working days of the decision or outcome that you want to appeal against.

* Please answer all the questions (if there isn’t room on the form to put all the information, then use additional sheets of paper)
* Don’t forget to attach any written documentation or evidence to support your appeal
* If handwritten, please write in BLOCK CAPITALS

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

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)

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| --- | --- |
| **Provider/Centre Name** |  |
| **Your name** |  |
| **Email address** |  |
| **Job title** |  |
| **Details of the enquiry** |  |
| **Qualification/Standard** |  |
| **Unit name –***if applicable* |  |
| **Unit number –** *if applicable* |  |
| **Date of action/decision which you are enquiring against** |  |
| **Desired outcome of this enquiry –**  *What would you like to happen as a result of this enquiry?* |  |
| **I can confirm, to the best of my knowledge, the information within this appeal form is true and correct.** | |
| **Signed\*** |  |
| **Date** |  |

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