



PARK HILL TRAINING

Land - Based Training

Park Hill Training

Appeals Procedure

If you have an appeal arising from any dissatisfaction with the outcome of any training or assessment whilst being a learner registered with Park Hill Training:

1. **Please discuss** your concerns with your assessor or Park Hill Training Co-ordinator.
2. If not satisfied you can request a full copy of the Park Hill Training Appeals policy.
3. Your appeal must now be lodged in writing either by yourself or your representative. Please complete the **Appeals Notification Form (please retain a copy for your own records)** and return it to:

Park Hill Training
Park Farm
Park Hill
Seagrave
LE12 7NG

4. Park Hill Training is committed to processing your appeal and informing you of the outcome. You will receive an initial response within 5 working days. A decision will be made within a **maximum of 25 working days**. The actual time will depend on the nature of the appeal.
5. Charges for appeals:
 - There may be a charge for processing appeals by Candidates.
6. If you are still not satisfied with the outcome of your appeal, you have a second line of recourse to the Awarding Organisation.
7. You may request from Park Hill Training a copy of the Awarding Organisation Appeals procedure.
8. As before your appeal must be in writing and sent to the appointed representative of the Awarding Organisation

Candidate signature:

Date: