



# PARK HILL TRAINING

Land - Based Training

## Appeals Progress Form

| For Centre Use Only:   | Comments |
|--|----------|
| Learner name: ..... Appeal No: .....                                 |          |
| <b>Date of receipt of appeal:</b> .....                              |          |
| <b>Notified of receipt of appeal advised to:</b>                     |          |
| QAC IQA trainer/assessor manager investigating officer learner       |          |
| <b>Dates reports received:</b>                                       |          |
| Learner: .....   |          |
| Trainer/Assessor: .....  |          |
| Internal Q A: .....  |          |
| Investigating Officer: .....   |          |
| QAC: .....   |          |
| <b>Appeals Panel appointed:</b>                                      |          |
| 1) .....   |          |
| 2) .....   |          |
| 3) .....   |          |
| 4) .....   |          |
| <b>Complaint resolved:</b> Yes/No                                    |          |
| Trainer informed of outcome: ..... Date: .....                       |          |
| Learner informed of outcome: ..... Date: .....                       |          |
| If unresolved date forwarded to Awarding Organisation: .....         |          |
| Total working days response time from first receipt of appeal: ..... |          |
| <b>Quality Assurance Co-ordinator Signature:</b> ..... Date: .....   |          |