

Assessment of applications for the award of the EHRB Certificate of Equivalence (to the Food Law Code of Practice baseline qualification)

Appeals

- 1) A candidate may appeal against the decision of an assessment. The appeal must be submitted in writing by the appellant to the Head of Education and Professional Standards of the CIEH and must be received within four months of the date of the decision. A full statement of the grounds on which the appeal is based must be included.
- 2) Candidates may only appeal on the following grounds:
 - a) A decision was not given within the prescribed period, (eight weeks from receipt of the application); or
 - b) No reasons were given for the decision of the assessment; or
 - c) The applicant disputes the reasons given as the basis for the decision.
- 3) On receipt of a written notice of appeal and statement provided by the candidate, the Head of Education and Professional Standards will determine whether the *grounds for the appeal* have been met. As soon as possible after the receipt of the notice of appeal, but in any event within 28 days, the appellant will be notified of the decision to consider an appeal.
- 4) Where the decision is that the candidate has not provided sufficient evidence to demonstrate that the 'grounds for appeal' have been met, the appellant may either provide further information and request that the decision be reviewed in the light of that information provided; or else appeal against that decision. The candidate must provide the further information or lodge this further appeal within 28 days of the date of the CIEH letter giving the decision. Where the appellant appeals against the decision, the details will be considered by the Chairman, or if unavailable, the Deputy Chairman or other nominated member of the Qualification Standards Committee, whose decision will be final.

- 5) Where it is determined that there are sufficient grounds to allow an appeal, arrangements will be made for the original submission to be re-assessed.

- 6) A second CIEH Education Officer will conduct an independent reassessment of the application and communicate their findings within 42 days of the receipt of the appeal. The result of this re-assessment will be final.

- 7) The appeal is against the original assessment decision. Any new evidence provided by the candidate will be not considered as part of the re-assessment process.

- 8) If a candidate intends to supply new material in support of an assessment, they should open a dialogue with the Education Unit prior to lodging an appeal; alternatively the candidate can submit a new application for assessment (this will involve a new application fee).