

## **Appeals Procedure**

If an accreditation applicant is unhappy with the result of their accreditation, they have the right to appeal against the decision.

Accreditation appeals must be made within 30 days of receipt of the emailed feedback form confirming Project not to required standard.

The applicant must inform by email both the SGD office and the Chair of the accreditation panel of their decision to Appeal.

The Accreditation Chair will hold work submitted for accreditation until the deadline for appeals has been reached.

If the Applicant decides to Appeal this work will be taken to the Appeal panel for reassessment. The applicant will not be allowed to alter the work originally submitted unless the work was not to the required standard after a referral, in which case the documents submitted in the referral process will be used.

All appeals are to be made to the office and will be passed on to Council for review.

Once the application for appeal has been accepted, the applicant may submit a document stating the reasons they are unhappy with the accreditation decision. Once the date for the Appeal Panel has been set, the applicant will be informed, and will have the opportunity to attend the panel in person, should they so wish. The decisions of the appeals panel will be final and will be announced on the day of the Appeal.

The Appeal Panel will consist of the Chair of Council, plus two other Council members. They will liaise beforehand with the accreditation panel involved with the project over how any decision was reached and will review the decision independently.