

Graduate Teacher Programme Appeals Procedure

(1) Where the GTP Board of Examiners decides either:

(a) that the candidate be not recommended to the General Teaching Council for the award of Qualified Teacher Status;

or

(b) that the candidate be required to withdraw from his/her training programme;

a candidate has the right to make representations in writing, within 10 days of the date of the letter of formal notification of the GTP Board of Examiners' recommendation, to the GTP Co-ordinator (Admin), for consideration by a Preliminary Review Panel comprising:

- Director of Initial Teacher Education;
- Course Leader PGCE Primary or PGCE Secondary, as appropriate

No-one who has acted as assessor for the candidate's work may serve on the Preliminary Review Panel.

(2) Appeals from candidates against decisions made by the GTP Board of Examiners will be considered where:

(a) a candidate is in possession of evidence which was not available to the GTP Board of Examiners when its decision was reached and can provide good reasons for not having made the GTP Board of Examiners aware of the circumstances affecting his/her performance; or

(b) there appear to have been procedural irregularities in the conduct of the assessment process; or

(c) there appears to be evidence of prejudice or of bias on the part of one or more of the assessors ; or

(d) there is evidence of inadequacy of supervisory or other arrangements during the period of training, noting that an appeal made on these grounds may only be considered where the candidate can provide good reasons for not having made known their complaint at an earlier stage.

An appeal will not be considered where the Preliminary Review Panel considers that the evidence provided by the candidate concerned does not constitute grounds for an appeal, and the candidate will be notified of the reasons for the decision.

If, in undertaking its consideration, the Preliminary Review Panel seeks written comments from other parties, then these will be passed on to the appellant for further comment before a decision is made on whether adequate grounds for an appeal exist; likewise, any written comments provided by an appellant may be made available at this stage to a Department/Board of Examiners for its comment.

(3) Where the Preliminary Review Panel considers that the evidence provided by a candidate constitutes grounds for an appeal, they may make one of the following decisions:

(a) to refer the appeal to the next practicable meeting of the GTP Appeals Committee;

(b) to recommend to the GTP Board of Examiners that the Board reconsider its decision. This decision will only be made where the GTP Co-ordinator (Training) has on behalf of the Department already acknowledged that the appellant has established a satisfactory case for appeal and he/she is willing to ask the Board to reconsider its decision.

The GTP Appeals Committee shall be appointed by the Director of the Institute of Education. The membership of the GTP Appeals Committee will include:

- Director of Initial Teacher Education (Chair) or his/her nominee
- A university based tutor involved in GTP who has not been involved with the appellant's academic or professional programme or the Preliminary Review Panel
- A representative from a partner school involved in GTP not involved with the appellant's academic or professional programme or the Preliminary Review Panel
- A tutor from another university department who has not been involved with the appellant's academic or professional programme or the Preliminary Review Panel

The appellant will receive no less than 10 days formal notice of the meeting at which their appeal will be considered. The appellant may, if he/she chooses, appear in person before the GTP Appeals Committee and may invite any one other person to attend the hearing. The name and status of the person accompanying the appellant must be notified via the GTP Co-ordinator (Admin) to the Chair of the GTP Appeals Committee in advance of the hearing. The GTP Appeals Committee shall take evidence from the Examinations Secretary of the GTP Board of Examiners, a representative from the school at which the trainee was employed as an unqualified teacher and such other persons as it deems appropriate. The GTP Co-ordinator (Training), must be available when the appeal is being considered to advise the Committee on course procedures and other relevant matters arising in the course of the hearing. Any written evidence which is considered by the Committee should also be made available to the appellant.

(4) The GTP Appeals Committee may make one of the following decisions:

(a) to reject the appeal, in which case the appellant shall be notified of the Committee's reasons for rejecting the appeal;

(b) to recommend to the GTP Board of Examiners that, for the reasons stated in the Committee's report, the Board should reconsider its decision.

(5) Where the GTP Appeals Committee recommends that the GTP Board of Examiners reconsider its decision, the GTP Board of Examiners should do so as soon as possible after the meeting of the GTP Appeals Committee and within a maximum period of three months.

(6) After considering the recommendation and advice of the GTP Appeals Committee, the decision of the GTP Board of Examiners shall be final.

(7) At any point in the above process, provision shall exist for mutual agreement to be reached between the appellant and his/her department to resolve the appellant's concerns.