



## Competence Assessment Appeals Policy

TQ Catalis Ltd will allow any individual, who believes that they have not had a fair assessment and/or disagree with the assessment decision, the right of appeal.

Candidates should, therefore, note the following:

- 1) The candidate must note on the assessment feedback their disagreement with the assessment decision.
- 2) It will be the Assessors responsibility to immediately advise the Internal Verifier of any such disagreements in writing.
- 3) Should the candidate subsequently disagree with the assessment decision after previously signing his/her agreement, then an Appeal must be received by the Assessor in writing within 3 days.
- 4) The Internal Verifier should arrange to see the candidate as soon as possible to discuss the reason for the disagreement and determine a satisfactory settlement.
- 5) The Internal Verifier's decision and action will be **final** and may include re-assessment by an independent Assessor if appropriate.

**Signed**

A handwritten signature in black ink, appearing to be 'E. K.' with a large flourish.

**Position**

Managing Director

**Date**

08/10