**Learner Appeal Form**

Last updated: 15 September 2025

**Learner details**

|  |  |
| --- | --- |
| Learner name |  |
| Learner ID |  |
| Course name |  |
| Centre name |  |

What is an appeal? Appeals allow learners to question a decision or judgement. An appeal is a process through which the outcome of a decision may be challenged.

**Please ensure that you have followed all steps for enquiries before completing an appeal form. You appeal form may be rejected if this is not followed.**

The Skills and Employment Learner Appeals Policy on [our website](https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/further-and-higher-education/skills-and-employment/skills-and-employment-resources) provides further guidance.

All review requests and appeals must be made to Skills and Employment within 20 working days from the date of the initial outcome or decision.

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| --- |
| Please clearly detail the specific reason and grounds for your appeal |
|  |

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| --- |
| Supporting information |
| *Please ensure that any accompanying evidence is submitted with this completed form.* |

**Learner declaration**

I understand that by submitting this form a review will take place and my result may go down as well as up.

|  |  |
| --- | --- |
| Learner signature |  |
| Learner name |  |
| Date |  |

**Centre declaration**

|  |  |
| --- | --- |
| Staff signature |  |
| Staff name |  |
| Date |  |

**Skills and Employment evidence review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is this appeal within the scope of the Appeals Policy? | Yes |  | No |  |
| Is the evidence provided enough to meet the request? | Yes |  | No |  |

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| --- |
| If yes, give an explanation as to what was checked and why you agree: |
|  |

|  |
| --- |
| If no, please state what additional evidence is required or the reason for declining: |
|  |

|  |  |
| --- | --- |
| Decision | |
| Appeal rejected |  |
| Formal review required |  |

|  |  |
| --- | --- |
| Staff signature |  |
| Staff name |  |
| Date |  |