**Learner Appeal Form**

Last updated: 14 August 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 Procedure 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 |
|  |

|  |
| --- |
| 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 |  |

|  |
| --- |
| 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 |  |