

Learner Appeals Procedure

This procedure is for appeals about assessment decisions on Welsh Gymnastics coaching courses. All appeals must come directly from the learner, we will not accept appeals from third parties.

Stage 1 Appeal

You must appeal within 14 working days of receiving the disputed assessment decision. You should explain why you want to appeal and include copies of any related documents or e-mails. Appeals should be sent to coaching@welshgymnastics.org

The Appeals Officer will:

- Acknowledge receipt of the appeal within 10 working days
- Outline the course of action to be taken
- Conduct an appropriate review of the evidence
- Write to you within 20 working days with the findings and their conclusion. This will be to either uphold the original assessment decision or offer you an opportunity for a resit/reassessment free of charge, or overturn the original decision.

The Appeals officer will also let the original assessor and the personnel who assisted in the review know the outcome. We will retain records of appeal for a minimum period of five years.

UKCC courses only

If you are remain dissatisfied, you can appeal to the awarding body 1st4sport Qualifications within 20 working days of the Stage 1 decision being communicated to you. There is a 1st4sport administrative charge of £20 for an appeal which is refundable if the appeal is upheld.

Appeals should be sent via email to imanagement@1st4sportqualifications.com. Where available, evidence should be provided to support your appeal. If only hard copies of evidence are available, ensure that you have maintained the originals for your own records and then post the copies recorded delivery to: The Incidents and Investigations Manager (IIM), 1st4sport Qualifications, Coachwise Ltd, Chelsea Close, Off Amberley Road, Armley, Leeds LS12 4HP