

# APPEALS PROCEDURE FOR (LESS THAN FULL TIME TRAINING (LTFT))

# Appeals Policy

Health Education England, working across Yorkshire and the Humber (HEE YH), recognises that on occasions it may be necessary for a trainee to question or complain about decisions made regarding their application for the LTFT Training Scheme.

HEE YH aims to provide a simple, fair and independent system for responding to any complaint and this appeals procedure will help you through the system.

1. What is an Appeal?

An Appeal is your opportunity to question a decision or complain about treatment which you consider to be unfair. An appeal will allow all sides to have the case heard before an independent panel, and a decision to be formed on the facts that have been presented.

1. What can you lodge an Appeal about?

This procedure can be used to appeal about:

* Refusal of access to the HEE YH LTFT Training Scheme due to criteria and HEE YH funded issues.
1. Who do I register the Appeal with?

You must:

* Submit your appeal in writing using a copy of the ‘Notification of Appeal’ form which is available on request from the LTFT Training Administrator.
* Send it to the appropriate Deputy Postgraduate Dean within **15 working days** of the decision being made.
* Send a copy of your appeal to the appropriate LTFT Training Administrator for information.
1. What happens after I have registered my Appeal?
	* You will be invited to attend an appeal hearing with the Deputy Postgraduate Dean, and for this you must provide a statement of case. The Associate Postgraduate Dean will also be at the hearing.
	* You will be given an appeal hearing date which will be confirmed to you in writing, this will allow you at least **10 working days** to prepare your statement of case.
	* Your statement of case will need to be submitted to the Deputy Postgraduate Dean at least **5 working days** before the hearing.
	* The Associate Postgraduate Dean will also be required to provide a statement of case.
2. Why do I need a Statement of Case?
* To allow the Deputy Postgraduate Dean to study all written material in advance of the hearing.
1. What should be included in my Statement of Case?
* A simple list of events, in date order.
* Copies of all relevant correspondence and written evidence.
* A reason for the appeal.
1. Who will hear my Appeal?
* The appeal will be heard by the Deputy Postgraduate Dean and any other relevant panel members at HEE YH. She/he will listen to both sides of the argument and then reach a balanced decision upon the evidence that has been presented.
* The Deputy Postgraduate Dean **will not** have been involved in the original decision that gave rise to the appeal.
* The Deputy Postgraduate Dean will have the discretion to co-opt external advisors in appropriate circumstances after prior consultation.
1. How will the Appeal be carried out?

The Appeal will be a meeting between the Deputy Postgraduate Dean, the Associate Postgraduate Dean and the trainee. Any witnesses, representatives or ‘best friend’ may also be invited to the meeting with prior consent.

At the meeting the trainee will be given the opportunity to put forward the reason for the appeal and present any additional evidence that may alter the previous decision. They may also question the Associate Postgraduate Dean and any witnesses.

The Associate Postgraduate Dean will also be given the opportunity to explain why the decision was made and may also submit any further evidence to substantiate the decision.

At any time during the appeal a request can be made by either party for an opportunity to meet privately with representatives to consider any matter which may help in clarifying or resolving the appeal.

1. Decision of Appeal
* The decision of the Deputy Postgraduate Dean and the reasons for making that decision will normally be announced at the end of the Appeal and this decision will be confirmed in writing.
* If, for any reason, a decision cannot be made at that time, a further date may be arranged to hear any further evidence pertaining to the appeal.
* If you are unhappy with the decision of the Deputy Postgraduate Dean further appeal may be made to the Postgraduate Dean, as final arbiter and her/his decision will be final**.**
* You may seek the advice of your union representative at any stage during this procedure.