

# Learner Appeals Policy

Learners have the right to appeal against an assessment decision made by tutors/assessors at Parkour UK. The procedure outlined within this policy must be followed for an appeal to be considered.

The Head of Development is responsible for ensuring that this policy is published, implemented and accessible to all personnel, learners and any relevant third parties. The HoD will also ensure that all personnel have read and understood this policy and that any amendments to the policy are communicated to relevant parties.

Learners should be made aware of this policy at the start of their course/programme and the policy should be easily accessible on the Parkour UK website

Learners wishing to appeal against an assessment decision must do so within 14 days of the original decision. We advise learners to keep copies of all documents relating to the appeal. The following procedure should be followed by learners wishing to submit an appeal.

## Appeal Submission Procedure

Learner is dissatisfied with an assessment decision. An appeal should be made directly to the relevant assessor in the first instance. The assessor should explain the rationale behind the assessment decision to the learner.

Learner is dissatisfied with the assessor's rationale

Learner completes the 'Learner Appeal against an Assessment Decision Form' and submits this to the People and Coaching Lead along with any supporting evidence. This should be submitted within 14 days of the original decision.

The People and Coaching Lead must acknowledge receipt of the appeal within 10 working days and must outline the actions to be taken.

The People and Coaching Lead will investigate and evaluate the submitted evidence. Outcomes should be communicated to all relevant parties within 20 working days.

Learner is dissatisfied with the outcomes of the appeal

Learner can escalate their appeal to Parkour UK Board by submitting evidence via: [info@parkour.uk](mailto:info@parkour.uk)

The outcome of the appeal will be reviewed and a decision made within 30 working days,

## Learner Appeal against an Assessment Decision Form

Learner's name	
Learner registration number	
Address	
Email address	
Contact number	
Date of assessment	
Date appeal submitted	
Name of assessor against whose decision the appeal is being made	

Describe the reasons for your appeal as fully as possible. Please include **copies** of any associated documents (e.g. learner evidence, record of achievement, observation checklists, feedback from the assessor etc.). Learners should retain a copy of this form.

Type of assessment and details of original assessment decision	
Reason for the appeal	
Learner signature	Date

To be completed by the People and Coaching Lead.

Date of Appeal Investigation			
Investigation Details			
Outcome (tick one only)			
Uphold original assessment decision			
Offer the learner an opportunity for a reassessment (free of charge)			
Overturn original assessment decision			
Other actions relating to outcomes (give details)			
People and Coaching Lead signature		Date	
Learner signature		Date	

Signing this form does not necessarily indicate agreement with the decision but is an acknowledgement of receipt of the outcomes.