

Assessment Appeals Progress Form

Appeals are to be resolved within 10 days			Appeals No.	
SECTION 1 – Appellant Details				
Name:		Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Email:		Tel/ Mobile:		
SECTION 2 – ACTIONS: Compliance Manager				
Review and Determination				
Reviewed by:		Date:	/ /	
Notes:				
Determination:				
<input type="checkbox"/> Appeal Upheld (Progress to Certification) <input type="checkbox"/> Appeal Rejected (Resume Assessment processes)				
<input type="checkbox"/> Appellant Notified in writing	Initial		Date:	/ /
<input type="checkbox"/> Appellant Satisfied with Outcome				
<input type="checkbox"/> Appellant advised of External Arbitration	Initial		Date:	/ /
Signature:		Date:	/ /	
SECTION 3 – ACTIONS: Independent Assessor				
Independent Assessor Review and Determination				
Assessor Name:		Date:	/ /	
Assessor Notes:				
<input type="checkbox"/> Appellant Interviewed Initial Date: / /				
Independent Assessor Determination:				
<input type="checkbox"/> Appeal Upheld (Progress to Certification) <input type="checkbox"/> Appeal Rejected (Resume Assessment processes)				
<input type="checkbox"/> Appellant Notified in writing	Initial		Date:	/ /
<input type="checkbox"/> Appellant Satisfied with Outcome				
<input type="checkbox"/> Appellant advised of External Arbitration	Initial		Date:	/ /
Signature:		Date:	/ /	

SECTION 4 – ACTIONS: Re-Assessment

Assessor Name:		Date:	/	/
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Re-Assessment process:

Determination from Re-Assessment:
 Satisfactory Not Yet Satisfactory

SECTION 5 – ACTIONS: Referred to Independent Arbitrator

Independent Arbitrator Review and Determination

Arbitrator Name:		Date:	/	/
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Arbitrator Notes:

Independent Arbitrator Determination:
 Appeal Upheld (Progress to Certification) Appeal Rejected

Glen Institute Further Actions (as a result of External Arbitrator Determination):

Compliance Manager Signature:		Date:	/	/
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SECTION 6 – Appeal Finalised

<input type="checkbox"/> Appellant Notified in writing	Initial		Date:	/	/
<input type="checkbox"/> Appeal Outcome recorded in Register	Initial		Date:	/	/
<input type="checkbox"/> Appeal Outcome recorded in SMS	Initial		Date:	/	/
<input type="checkbox"/> Appellant Paid fee of \$	Initial		Date:	/	/
<input type="checkbox"/> Appellant refunded fee (if appeal upheld)	Initial		Date:	/	/
<input type="checkbox"/> Appeal Closed	Initial		Date:	/	/

Compliance Managers Signature:		Date:	/	/
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