

# Approval of EngTech training programmes, qualifications and apprenticeships at level 3 Appeals Procedure

Applications for IChemE approval of EngTech training programmes, qualifications and apprenticeships at level 3 will be processed in accordance with the guidelines approved by the Approval Panel. Where an application for approval is unsuccessful, the programme provider may within 28 days of receiving the notice thereof, appeal against the decision by giving written notice thereof to the Chairman of the Approval Panel.

An appeal may only be made on the grounds of administrative, procedural or other irregularity in the handling of the application and the notice of the appeal shall state the grounds relied upon.

The appeal shall be referred to IChemE Qualifications Committee which shall as soon as possible establish an Appeals Committee of no fewer than 3 Chartered Members to investigate the matter. No members of the Appeals Committee shall be a member of the Approval Panel, employed by or connected with (e.g. as adviser, consultant or examiner) the programme provider concerned, or shall have otherwise been concerned with the programme provider or the application at an earlier stage.

The Chief Executive Officer (CEO) shall cause a person (who may be a member of the Institution's staff but not involved in the programme approval activities) to act as clerk to the Appeals Committee.

Subject to the By-laws, the Appeals Committee shall have the power to regulate its own practices and procedure and may appoint a practising barrister or solicitor to sit with it for the purpose of advising it as to the manner in which it should exercise its functions.

The Appeals Committee shall notify the appellant programme provider and the Approval Committee of the practice and procedure adopted by the Appeals Committee but in all respects its proceedings shall be conducted and a decision reached in accordance with natural justice.

The Appeals Committee shall set a date for the hearing of the appeal as soon as possible and shall give reasonable notice (not being less than 28 days) of such hearing to the appellant. The appellant shall at their own expense have the following rights in respect of the hearing:

1. to submit to the Appeals Committee evidence in writing in support of the appeal; and
2. to attend the hearing in person and to be heard in person through their solicitor or counsel or other representative.

For the purpose of considering any appeal the Appeals Committee will examine all relevant documentation and shall make such enquiries (by correspondence or otherwise) of such persons as the Appeals Committee may in its absolute discretion think fit.

The Appeals Committee shall reach a decision within a reasonable time and may:

1. allow the appeal; and in such case refer the application back to the Approval Panel for reassessment
2. dismiss the appeal

The decision of the Appeals Committee shall be notified in writing to Qualifications Committee, Council, the Approval Panel and the appellant.