

## Certifit Fitness Consultancy Centre Appeals procedure

The purpose of an appeals procedure is to ensure that every learner who is not satisfied with the outcome of an assessment decision has the right to appeal against the decision that has been made.

The appeals procedure applies to any learner following completion of an Active IQ qualification at Certifit Fitness Consultancy and provides learners with a formal route to appeal against a decision.

Certifit Fitness Consultancy learners will be assessed against Active IQ published criteria and by assessors who must hold or be working towards any of the following:

- Level 3 Award in Understanding the Principles and Practices of Assessment (QCF) or
- Level 3 Award in Assessing Vocationally Related Achievement (QCF) or
- Level 3 Award in Assessing Competence in the Work Environment (QCF) or
- Level 3 Certificate in Assessing Vocational Achievement (QCF), or
- A1 (previously D32, D33)

In addition Certifit Fitness Consultancy will ensure that assessors:

- Possess a discipline specific qualification equivalent to the qualification being taught
- Have relevant industry experience
- Demonstrate active involvement in a process of industry relevant Continued Professional Development during the last two years

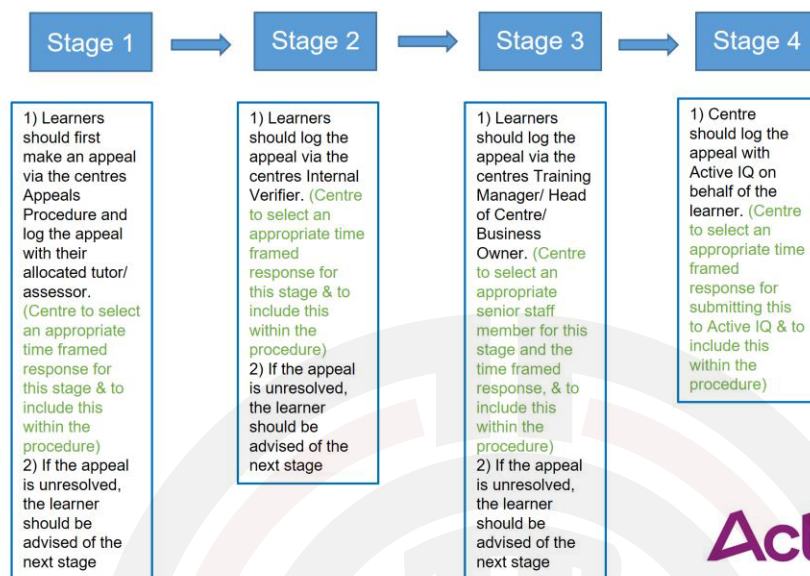
All new Certifit Fitness Consultancy assessors will be given a clear action plan for achieving the appropriate qualification(s) and should be countersigned by an appropriately qualified individual until the qualification(s) are achieved.

If you wish to appeal you will contact the Internal Verifier who holds a V1 qualification in Internal Quality assurance:

Named: Vanessa Rhymes

The appeal procedure to be followed comprises of 4 stages.

## 4 Stages of the Appeals Process



Throughout the assessment process Certifit Fitness Consultancy will comply fully with Active IQ's policy on reasonable adjustments and special considerations that can be found:  
<https://www.activeiq.co.uk/for-centres/policies-and-procedures>

**Centre Note -** If you are carrying out assessments that involve a live observation then you should let the learners know:

Investigating appeals is very problematic without the presence of impartial evidence. Therefore appeals in the context of live observed assessments will only be considered when accompanied by a suitable video recording.

As a learner of Certifit Fitness Consultancy you will be able to use a video recording as long as it does not adversely affect the assessment process, allows the assessor to carry their role and does not contravene a venue/organisations rules or regulations. The learner must make suitable arrangements to arrange a video operator.

### Fees

The learner will not pay a fee to make an appeal however if overturned at stage 1 there may be a need to charge the learner for the process.

Thank you for your contribution and commitment to making our policy work.