



Appeal Against QTLS / ATS Award Policy

This document sets out the process for appealing against the decision not to award a member with QTLS or ATS status

Updated: September 2020

1. Policy statement

This policy aims to:

- Provide a fair, transparent and timely appeals procedure which is clear and easy to use for anyone wishing to contest the decision not to award QTLS or ATS;
- Ensure everyone at SET knows what to do if a decision is appealed;
- Make sure all appeals are dealt with in a fair and timely way.

2. Definition

An appeal is a clear expression of intent to contest the decision made not to award or confer QTLS or ATS status on a SET member.

3. Scope

- 3.1. This policy covers all appeals against QTLS or ATS award decision
- 3.2. It does not cover complaints against SET staff (for which there is a separate SET Complaints and Appeals Policy) or SET members (for which SET should be contacted directly, citing a potential contravention of the member Code of Practice. Any subsequent actions taken against a member(s) shall be in line with the SET Actions Against Members Policy).

4. Procedure

- 4.1. If a member disagrees with the decision not to award QTLS or ATS, they should write to SET for the attention of the Head of Professional Status within 10 working (business) days of receiving the decision from SET requesting a clear explanation as to why this is the case, including any relevant background information.
- 4.2. The Head of Professional Status will respond in writing within 5 working days of receiving the member's letter explaining the award decision.
- 4.3. If the member still disagrees with the decision, they can request an appeal by forwarding to the Head of Professional Status in writing their grounds for appeal within 10 working days of receiving SET's explanation.
- 4.4. Appeals against a decision not to award QTLS or ATS may be made on one or more of the following grounds only:
 - Procedural error;
 - The decision was one which no reasonable decision maker could have made.

- 4.5. The request for appeal will be considered by the SET Registrar, SET's Head of Professional Status and the SET Director within 10 working days.
- 4.6. If it is agreed by them by majority vote that there are sufficient grounds for an appeal, an Appeals Panel will be convened within 30 days of the vote. The purpose of the Appeals Panel will be to ensure that in reaching its decision in relation to the member, SET is acting in a fair and transparent manner.
- 4.7. The Appeals Panel will comprise the SET Registrar, the SET Director and 2 other members drawn from the SET Management Board. The Panel will be chaired by the SET Registrar.
- 4.8. The member lodging the appeal will not be required to attend the panel meeting but may be invited to submit any further information for consideration.
- 4.9. The member will be informed of the outcome within 3 working days of the panel meeting being held. The panel can decide either to uphold the original decision or overturn the original decision and grant QTLS or ATS status.
- 4.10. Where a decision has been made not to award QTLS or ATS but, prior to the determination of any appeal under 4.1 to 4.9 above (the "Appeal Procedures"), a member is subject to proceedings under the Actions Against Members Policy, the Appeal Procedures will not take place unless and until a final decision is made to take no action against the member.
 - 4.10.1 If it is held as a consequence of the Actions Against Members Policy that the member is guilty of breaching the Code of Practice, then the member will need to apply to restart QTLS or ATS. This may only take place, in the event that the member has been removed as a member of SET, when they are readmitted; or, in the event that they are suspended, that the suspension comes to an end and they are entitled to resume normal membership.
- 4.11. The decision not to award QTLS or ATS does not mean the member will also be subject to the Actions Against Members Policy, unless there are concerns about a member's suitability arising from their submission for QTLS or ATS which might contravene the member Code of Practice (for example, an allegation of plagiarism).
- 4.12. Where a member is subject to the Actions Against Members Policy and SET considers that the information received may give rise to a concern about a member's suitability to hold QTLS or ATS status, it may consider that information as part of the appeal against a decision not to award QTLS or ATS.

Appeal against QTLS/ATS Award Policy Timeline

