

Enquiries and Appeals Report Form

Please read all of the iPET Network Enquiries and Appeals Policy before completing this report form.

All sections of this form must be completed by the person making the report.

Section 1 - About the Candidate (if applicable)

Name			
Address			
Postcode		Post	<input type="checkbox"/>
Daytime phone	<input type="checkbox"/>	Mobile	<input type="checkbox"/>
Home phone	<input type="checkbox"/>	Email	<input type="checkbox"/>
Please indicate your preferred method of communication by checking the relevant box.			

Section 2 - About the Training Provider

Name of Training Provider:	
Tutor:	
Training Provider Manager:	
Qualification concerned:	
Malpractice / Maladministration concern (if applicable):	
Their connection (if any) with you:	

Section 3 - Are you submitting an Enquiry or Appeal

Enquiry

Appeal

STAGE 1 - Please use this section to tell us as much as you can

Please set out clearly the dissatisfaction with the outcome of your initial enquiry or appeal explaining, with evidence, where there is a breach/irregularities (and the implications).



Section 4 - Evidence

Please list all documentation you are sending in support of your report. Send only electronic documents that are directly relevant to the enquiry or conflict. Clearly mark or cross-reference the relevant parts, ensuring that third party information is redacted.

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What are your reasons for making this report?

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Please provide evidence that the Training Providers internal procedures have been exhausted (copies of all relevant correspondence and the final outcome – not applicable for malpractice / maladministration appeal)

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Section 5 - Additional pertinent information

Please indicate the date on which you last had contact with the party concerned:

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Have you reported the enquiry / appeal to any other authority, body or party?

If yes then please give details, including to whom, the date you made the report and if you have received an outcome (please include any reference numbers where applicable).

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Have you, or do you, intend to raise any other proceedings in relation to this report?	
If yes please provide further details	

Section 6 - Declaration

Do you consent to the information and supporting evidence you have provided in respect of your enquiry or appeal to being copied to the other party or parties concerned and, if taken forward, to the investigators and subsequent decision review panel?

Yes

No

I would like iPET Network to consider this report of my enquiry or appeal. I understand that:

- iPET Network will consider this report in accordance with its Enquiries and Appeals, policy.
- I will be contacted by iPET Network to discuss my report and possibly be interviewed at a later date.
- iPET Network will seek my permission before using my name in the course of any investigation and if I do not give permission, iPET Network will strive to preserve my anonymity.
- iPET Network will need to process personal information about me, which could include sensitive personal information, to deal effectively with the allegations raised in my report.
- Whilst I may withdraw the allegation at any time; if iPET Network has begun an investigation it may choose to proceed.
- If iPET Network takes the case forward it will choose whether to call me as a witness.
- If the iPET Network chooses to publish details of the case it will keep my personal information confidential.

I confirm that:

- The information provided is true and accurate to the best of my knowledge.
- I am not bound by a confidentiality clause or in a compromise agreement in respect of any aspect of my report.

I understand that it is in the interests of all parties to ensure that no disclosures are made to any other party that could jeopardise the ability of the iPET Network to investigate the alleged malpractice/maladministration and to reach an informed and unbiased conclusion on the basis of the evidence.

Your name:			
Signature:		Date:	

Please email this completed form and attachments to the Responsible Officer at info@ipetnetwork.co.uk

Office use ONLY

Section 7 - Outcome of Stage 1 (detail date of meeting, attendees and outcome)

Blank area for detailing the outcome of Stage 1, including date of meeting, attendees, and outcome.

Section 8 - Actions from AO to prevent the recurrence of the enquiry

Blank area for detailing actions from the Authorising Officer (AO) to prevent the recurrence of the enquiry.

Responsible Officer / Director:			
Signature:		Date:	
Reported to Regulatory Body?		Date:	
Sanctions / Risk updated on MIS portal?		Date:	
Report circulated to relevant parties (detail names / role)?		Date:	

STAGE 2 - Please use this section to tell us as much as you can

Section 1 – Appeal against Stage 1 decision

Please set out clearly why you appeal against the Stage 1 decision made by iPET Network



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Section 2 - Final decision made by committee (detail date of meeting, attendees and outcome)

Blank area for Section 2 content.

Section 3 - Actions from AO to prevent the recurrence of the appeal

Blank area for Section 3 content.

Responsible Officer / Director:			
Signature:		Date:	
Reported to Regulatory Body?		Date:	
Sanctions / Risk updated on MIS portal?		Date:	
Report circulated to relevant parties (detail names / role)?		Date:	