



RELATED POLICY

Appeals Policy 1.2

PURPOSE

The following documentation outlines the process for the lodgement of an appeal regarding the accrediting authority's Prevocational Accreditation Committee's (PAC) accreditation decision.

SCOPE

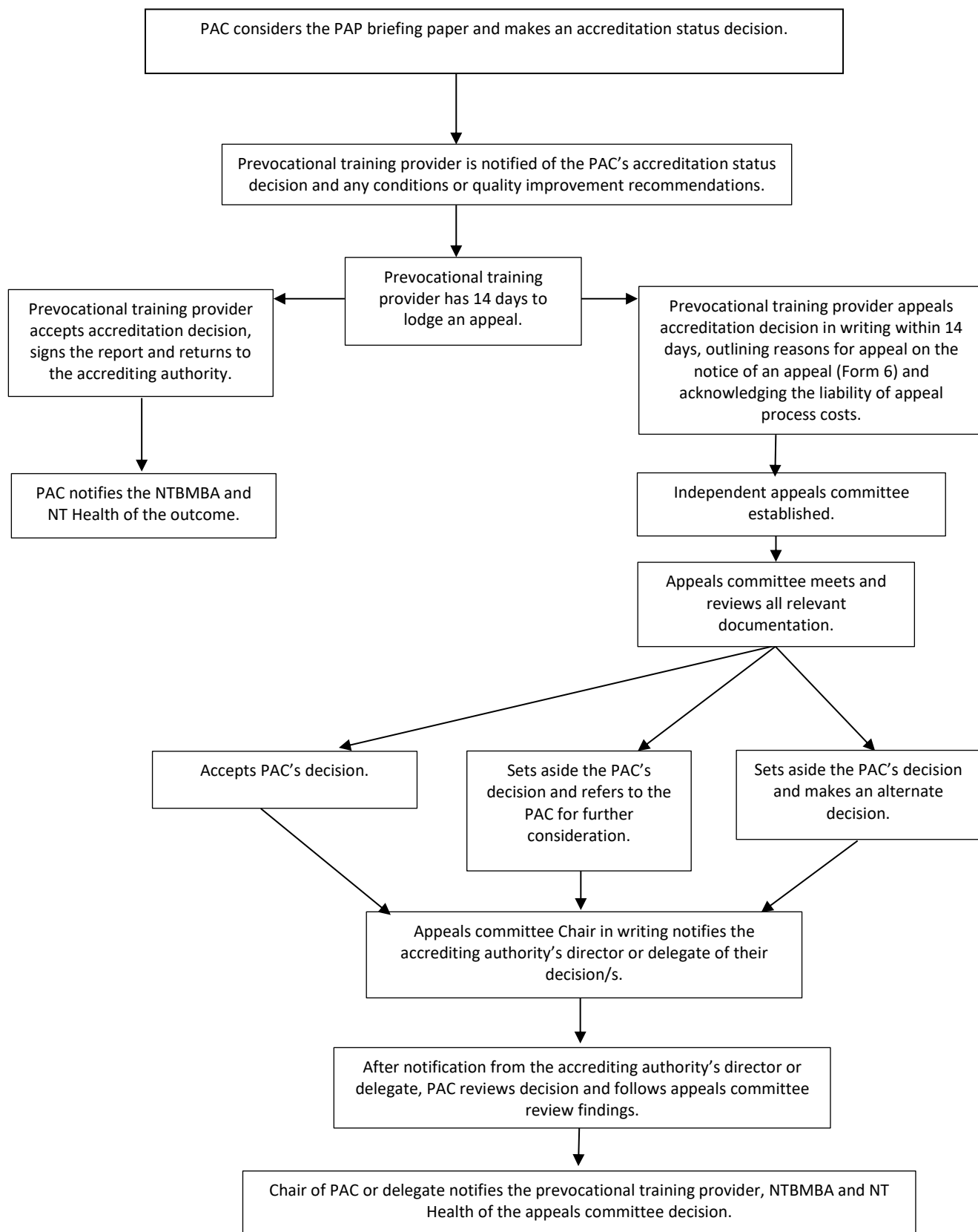
Any prevocational (PGY1 & PGY2) training provider that is the subject of an accreditation decision may, within 14 days from receipt of written advice of the accreditation decision, apply to the Chair of the PAC to have the decision reviewed by an appeals committee for any or all of the following reasons:

1. An error in due process occurred in the formulation of the earlier decision;
and/or
2. Relevant and significant information which was available and provided to the surveyors was not considered in the making of the recommendations;
and/or
3. The decision of the PAC was inconsistent with the information put before that committee;
and/or
4. Perceived bias of a surveyor.



APPEAL AGAINST THE PAC DECISION PROCESS

PROCESS FLOWCHART



APPEAL AGAINST THE PAC DECISION PROCESS



PROCESS DESCRIPTION

This process should take no longer than four weeks to complete. Commencing from the end of the 14 day appeal lodgement period. The process is as follows:

1. The PAC considers the PAP's briefing paper and makes an accreditation decision.
2. PAC provides the prevocational training provider the finalised accreditation report and notifies them of the PAC's accreditation decision.
3. The prevocational training provider either:
 - a. Accepts the accreditation report – returns the report signed to PMAS.

OR

- b. Submits in writing an appeal within 14 days of written notice of the PAC decision. When lodging an appeal, the prevocational training provider are required to provide detailed information on the reason for the appeal, and specific items raised in the accreditation report that the prevocational training provider may wish to dispute. In any appeal, the appellant will bear the burden of proof to establish the grounds of appeal. The appellant should state on which grounds they are making the appeal in the terms outlined above using the notice of appeal form.

Please Note: The appellant shall be liable for the costs associated with the convening of the appeals committee including travel, accommodation, honoraria and any additional costs incurred which will be billed at the conclusion of the appeal. As a guide, the total costs may be \$5000 - \$8000.

If the appeal is successful any associated costs of the appeal will not be billed to the appellant.

4. The accrediting authority's director or delegate will convene an independent appeals committee according to the guidelines outlined in the appeals policy. The appeals committee will examine all relevant documentation that will include:
 - a. Completed notice of appeal against the PAC decision;
 - b. The prevocational training provider's survey event report underpinning the PAC accreditation decision;
 - c. Responses from surveyor and prevocational training provider feedback provided to the accrediting authority following a survey;
 - d. Relevant committee and panel meeting minutes/briefing papers;
 - e. Any other supporting documentation provided by the appellant; and
 - f. Any other relevant documents requested by the independent appeals committee.

The appeals committee shall be entitled to consider all relevant information that it thinks fit to achieve an outcome to the appeal.

The appeal will be registered in the prevocational accreditation appeals register. Minutes of hearings of the appeals committee along with all the reviewed documentation will be recorded in a confidential EFILE. The NTB MBA and/or NT Health will be notified in writing of the outcome of the appeals process.



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5. The appeals committee makes a decision that either:
 - a. Affirms and upholds the previous decision made by the PAC; **or**
 - b. Sets aside the previous decision of the PAC and refers the decision back to the PAC for further consideration (upon such terms or conditions that the appeals committee may determine e.g. if there is insufficient information to make a decision. In this case the PAC may require additional information or a re-survey of the prevocational training provider);
or
 - c. Sets aside the PAC decision which is the subject of the appeal before the committee and advises the accrediting authority's director or delegate in writing of an alternative accreditation decision that includes revised conditions and/or quality improvement recommendations for the appellant.
6. The appeals committee will inform the accrediting authority's director or delegate in writing of their advice regarding the appeal before them and of any associated or additional costs the appellant may be liable for.
7. The accrediting authority's director or delegate will inform the PAC in writing of the appeals committee's advice and findings.
8. The PAC will be bound to accept the advice and findings of the appeals committee and will uphold the appeals committee accreditation decision accordingly.
9. The PAC will inform the prevocational training provider, NTBMBA and NT Health of the appeal outcome. The prevocational training provider will retain its earlier accreditation status during the appeal process.
10. All appeal documents will be stored and recorded appropriately in an electronic confidential file.

SUPPORTING DOCUMENTATION

1. *Accreditation Policy 1.1*

PERFORMANCE MEASURES/KPI

1. 100% of requests for appeals are managed according to the process
2. Feedback from prevocational education and training providers
3. Feedback from Prevocational Accreditation Committee

Process contact officer: Quality Assurance Officer