



Approved by PAC: 2015

Last Amended: August 2026

Next Review: August 2029

RELATED POLICY

Appeals Policy 1.2

PURPOSE

This document outlines the process for lodging an appeal against an accreditation decision made by the **Prevocational Accreditation Committee (PAC)**.

SCOPE

A prevocational (PGY1 and PGY2) training provider that is subject to an accreditation decision may request a review of that decision by an Appeals Committee.

A written appeal must be submitted to the Chair of the PAC within 14 days of receiving written notification of the accreditation decision.

An appeal may be lodged on one or more of the following grounds:

1. **Procedural Error**

A significant error occurred in the process used to reach the accreditation decision.

2. **Relevant Information Not Considered**

Relevant and significant information that was available to, and provided to, the survey team was not adequately considered in the formulation of the accreditation recommendation.

3. **Decision Inconsistent with Available Evidence**

The PAC's accreditation decision was not consistent with the information and evidence presented to it for consideration.

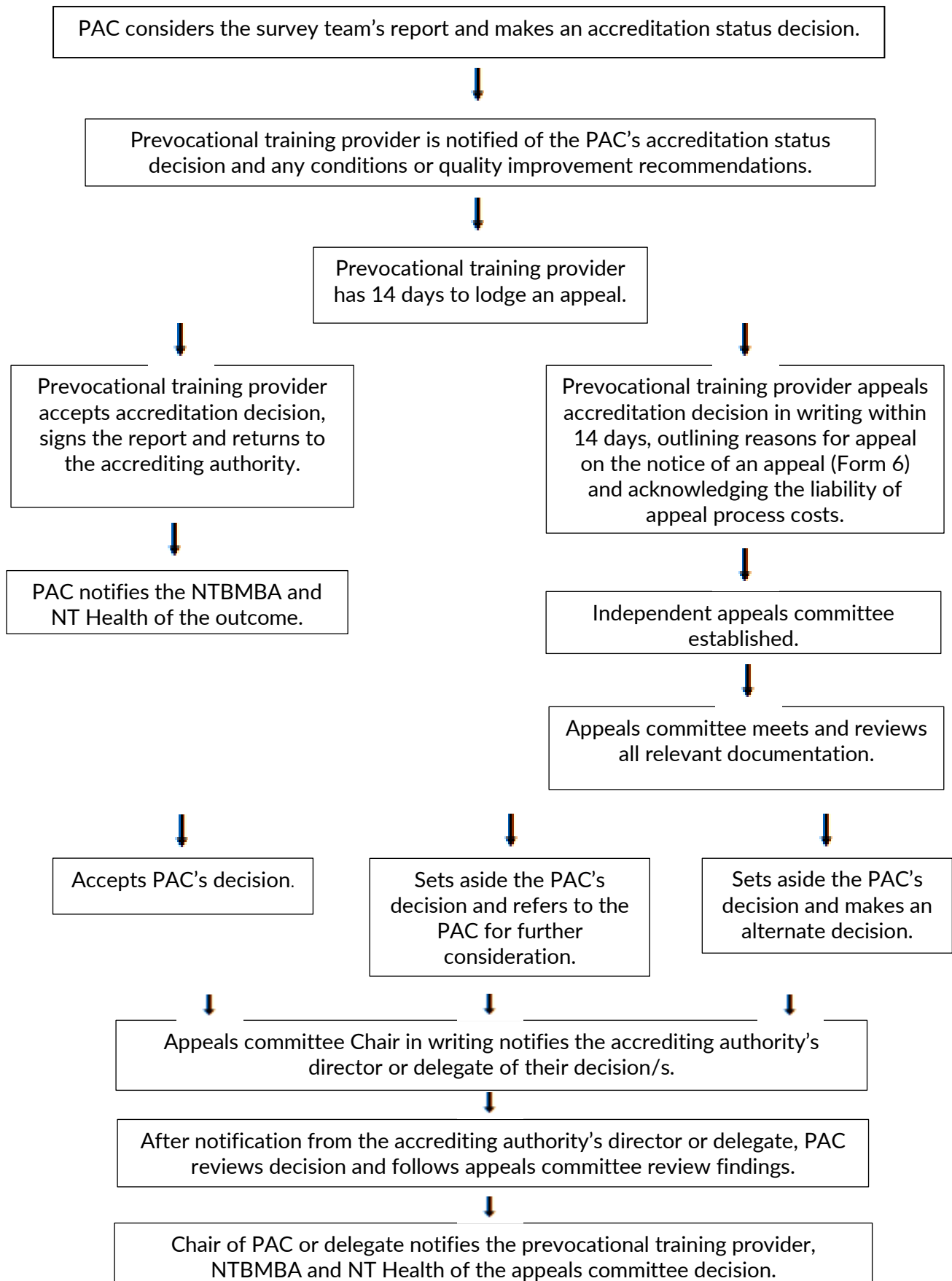
4. **Perceived Bias**

There is a reasonable perception that a surveyor's bias may have influenced the accreditation process or outcome.

APPEAL AGAINST THE PAC DECISION PROCESS



PROCESS FLOWCHART



APPEAL AGAINST THE PAC DECISION PROCESS



PROCESS DESCRIPTION

The appeals process should be completed within 4 weeks of the close of the 14-day appeal lodgement period.

1. Accreditation Decision

The Prevocational Accreditation Committee (PAC) considers the accreditation report and supporting documentation and makes an accreditation decision.

2. Notification of Decision

The PAC provides the prevocational training provider with the final accreditation report and written notification of its accreditation decision.

3. Response by the Training Provider

Upon receiving the accreditation decision the training provider must either:

a. Accept the accreditation decision

- Sign and return the accreditation report to PMAS.

OR

b. Lodge an appeal

- Submit a completed Notice of Appeal Form to the Chair of the PAC within **14 days** of receiving written notification of the accreditation decision.
- Clearly identify the grounds for appeal and provide supporting evidence, including details of any findings or recommendations being disputed.
- The appellant bears the responsibility of demonstrating the grounds for the appeal.

Important:

The appellant is responsible for all costs associated with convening an Appeals Committee including travel, accommodation, sitting fees and other reasonable expenses. Appeal costs may range from **\$15,000 to \$20,000**.

If the appeal is upheld, these costs will not be charged to the appellant.

APPEAL AGAINST THE PAC DECISION PROCESS



4. Establishment of the Appeals Committee

Upon receipt of a valid appeal the accrediting authority's Director (or delegate) will convene an independent Appeals Committee in accordance with the Appeals Policy.

The Appeals Committee will review all relevant documentation, including:

- The completed Notice of Appeal
- The accreditation survey report that informed the PAC's decision
- Feedback provided by the survey team and training provider following the survey visit
- Relevant committee papers and meeting records
- Supporting documentation provided by the appellant
- Any additional information requested by the Appeals Committee

The Appeals Committee may consider any relevant information it determines necessary to reach a fair and informed decision.

5. Appeals Committee Decision

The Appeals Committee may:

a. Uphold the PAC decision

- Confirm the original accreditation decision.

b. Refer the matter back to the PAC

- Set aside the original decision and return the matter to the PAC for reconsideration, with any directions or conditions considered appropriate.
- This may include requesting additional information or requiring a further survey visit.

c. Substitute a new decision

- Set aside the original PAC decision and recommend an alternative accreditation outcome including any revised conditions or quality improvement recommendations.

6. Advice to the Accrediting Authority

The Appeals Committee will provide its findings and decision in writing to the accrediting authority's Director (or delegate) including advice regarding any costs payable by the appellant.

APPEAL AGAINST THE PAC DECISION PROCESS



7. Notification to the PAC

The accrediting authority's Director (or delegate) will advise the PAC in writing of the Appeals Committee's findings and decision.

8. Implementation of the Decision

The PAC will implement the Appeals Committee's decision and any associated requirements.

9. Notification of Outcome

The PAC will notify:

- The prevocational training provider
- The Medical Board of Australia (NT)
- NT Health

of the outcome of the appeal.

The training provider will retain its existing accreditation status until the appeal process has been finalised.

10. Record Management

All appeals will be recorded in the Prevocational Accreditation Appeals Register. Appeal records, supporting documentation and meeting notes will be maintained in a secure and confidential electronic 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