# Skills Recognition Assessment Appeal Form

This form is used when the applicant and the assessor have not reached an agreement on the assessment outcome.

The assessment appeal must be made in writing to The Skills Organisation within 30 days of the assessment decision being advised. The assessment appeal will commence within 7 days of receipt at The Skills Organisation and a resolution made within one month.

Please forward completed form to [skillsrecognition@skills.org.nz](mailto:skillsrecognition@skills.org.nz)

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| **Part A: Applicant to complete** | | | | |
| Applicant Name | |  | | |
| Organisation (if applicable) | |  | | |
| Applicant Email Address | |  | | |
| Programme/Pathway Name | |  | | |
| Assessor Name | |  | Assessment date |  |
| **Reason for appeal** | | | | |
| *(Please state the reasons why you think the assessment was unfair. Also send any applicable evidence when you send the form)* | | | | |
| **What actions have you taken to date with your assessor?** | | | | |
|  | | | | |
| **Date:** |  | | | |

**Process followed when an appeal is submitted:**

* The Skills Recognition Manager is notified of the appeal
* The Assessor is notified of the appeal
* An internal review takes place including discussions with both applicant and assessor.
* A peer review by another assessor is conducted, if needed
* The outcome is communicated via email to the applicant
* If the applicant is still unhappy, they let Skills know
* A review by an external moderator is conducted
* The result of this is communicated to the applicant

**Where the outcome of the Skills Recognition assessment process is unit standards and/or a qualification, the applicant has the right to appeal to NZQA directly if they are still not satisfied with the result.**