**CILEX Appeals Form**

***CILEX End-Point Assessment***

**Important Information**

Applicants who wish to appeal an enquiry of an assessment result, reasonable adjustment decision, access arrangements decision or special consideration decision must read:

* **CILEX Appeals Policy – CILEX End-Point Assessment** and
* **CILEX Appeals Procedure – CILEX End-Point Assessment**

Applicants who wish to appeal a decision to impose a sanction following an investigation of malpractice or maladministration must read:

* **CILEX Appeals Policy – CILEX End-Point Assessment** and
* **CILEX Malpractice and Maladministration Appeals Procedure – CILEX End-Point Assessment**

CILEX will only process appeals applications which comply with the relevant Policy and Procedure.

1. **Apprentice’s Details**

To be completed by apprentices requesting an appeal or by employers/training providers requesting an appeal on behalf of an apprentice.

|  |  |
| --- | --- |
| Apprentice Name: |  |
| Apprentice membership number: |  |

1. **Employer/Training Provider Details**

To be completed by employers or training providers requesting an appeal on behalf of an apprentice. **Apprentices do not need to complete this section**.

|  |  |
| --- | --- |
| Organisation Name: |  |
| Name of Contact: |  |
| Telephone Number of Contact: |  |
| Email Address of Contact: |  |
| Signature of Contact:(electronic signature is accepted) |  |

1. **Apprentice Consent (to be completed by employers/training providers requesting an appeal on apprentice’s behalf)**

Employers/training providers must have the apprentice’s explicit written permission to request an appeal on an apprentice’s behalf. Employers/training providers must confirm the apprentice has given the employer/training provider permission to request an appeal.

|  |  |
| --- | --- |
| Date of apprentice’s written permission confirming the employer/training provider can request an appeal on the apprentice’s behalf: |  |

1. **CILEX End-Point Assessment**

Insert X to confirm the title of the CILEX End-Point Assessment to which the appeal application relates.

|  |  |
| --- | --- |
| Level 3 Paralegal Apprenticeship End-Point Assessment |  |
| Level 6 Chartered Legal Executive End-Point Assessment |  |

1. **Appeal Stage**

|  |  |
| --- | --- |
|  | Insert **X** to confirm  |
| Stage 1 Appeal |  |
| Stage 2 Appeal |  |
| Malpractice/Maladministration decision and sanction  |  |

1. **Type of Appeal**

Insert ‘X’ to confirm the decision being appealed.

|  |  |  |
| --- | --- | --- |
|  | EPA Component | Insert X to confirm  |
| Level 3 Paralegal Apprenticeship EPA | Time Assessment 1 enquiry outcome  |  |
| Time Assessment 2 enquiry outcome |  |
| Interview enquiry outcome |  |
| Level 6 Chartered Legal Executive EPA | Portfolio enquiry outcome |  |
| Case study enquiry outcome  |  |
| Reasonable adjustments decision  |  |
| Access arrangements decision |  |
| Special consideration decision |  |
| Malpractice/maladministration decision and sanction |  |

**Grounds for Appeal**

Information about the grounds for appeal is provided in the CILEX Appeals Policy – CILEX End-Point Assessment.

Insert the grounds for appeal below.

|  |
| --- |
|  |

1. **Supporting Evidence**

Insert an overview of the supporting evidence submitted with this form:

|  |
| --- |
|  |

1. **Signature of Applicant**

|  |  |
| --- | --- |
| Signature of applicant: |  |
| Date: |  |

1. **Payment**

The appeals fees for End-Point Assessment are available on the CILEX website.

**Apprentices**

Following submission of this appeals form, CILEX will add an invoice to your account for the appeal fee. You must pay the fee through your myCILEX portal.

**Employers/Training Providers**

CILEX will use the information provided in Section 2 of this form for invoicing purposes.