



1. Grounds for appeal

1.1 There are two circumstances in which individuals may wish to appeal to the Committee of CCAB Certification:

- a. Following rejection of their application for certification, or a decision to impose limits on the certification, by CCAB Certification Assessors
- b. In response to the outcome of a disciplinary hearing

1.2 The following grounds for appeal can be considered by the CCAB Certification Committee:

- a. That there was procedural irregularity in any part of the assessment or other relevant process, including the interpretation and application of the relevant regulations. The Committee will not uphold an Appeal on these grounds unless it is satisfied that the relevant assessors might reasonably have been expected to have made a different decision or recommendation had a procedural error not been made.
- b. That there was an error in the information on which the original decision was made.
- c. That there was evidence of prejudice or bias on the part of one or more members of the relevant committee.
 - i. Such grounds can only be established if evidence can be provided that a party had acted prejudicially or with bias in the individual's case. A mere allegation of prejudice would not suffice to form a basis for a successful appeal.

2. Procedure for appeal

2.1 Appeal Personnel

The Appeal will be reviewed initially by a CCAB Certification Director and one CCAB Assessor who has not personally been involved in the appellant's case at any prior stage. The CCAB Certification Administrator will service the Appeal process, but not take part in its deliberations.

2.2 The Appeal process

- a. The appeal is facilitated by the CCAB Certification Administrator. The Administrator will keep the appellant informed, in writing, of progress and of the final outcome.
- b. The appellant is required to present a written appeal to the Administrator, who will present the appeal to the Appeal Personnel.
- c. The Appeal Personnel will consider the appeal against the grounds for appeal, and may either:
 - request further information from the appellant
 - reject the appeal without it being considered by the full CCAB Certification Committee and inform the appellant of the decision
 - put the appeal forwards for consideration by the full CCAB Certification Committee and inform the appellant of the decision

2.3 The appellant's written case

- a. It is for the appellant to establish their case, including submission of relevant documentary evidence. The appeal should be submitted in writing within sixty days of the appellant receiving notification of the appeals process. If an appeal is received after sixty days good reason should be given for the delay.
- b. The written case should include the following information:
 - I. The grounds for appeal, making specific reference to the relevant paragraph(s) of section 1 above, and including full details of the relevant circumstances;
 - II. the reasons why the appellant considers that those circumstances make the decision inappropriate;
 - III. if the appellant's case relies upon documentary evidence, they must include copies of all relevant documentation and retain the originals in case they are required at a later date;
 - IV. the appellant should, wherever possible, ensure that all documentation is in English, and that any translation of documentation is done by an accredited translator.
 - V. If an appeal hearing is convened the appellant must make arrangements for any further written evidence as requested by the appeals team to be received by the Administrator before the hearing. Written material will not normally be circulated to the Committee if it is received by the Administrator less than 5 working days before the date of the Appeal hearing. Written evidence submitted at a later time may be circulated, at the discretion of the Directors.

2.4 Circumstances in which an Appeal may be rejected without going to a hearing

- a. If at any stage prior to the Appeal hearing the Appeal Personnel are satisfied that the information provided by the appellant does not raise any of the grounds of appeal set out above (section 1), or raises any ground of appeal which is bound to fail, they may rule that the appeal (or any specified ground of appeal) is rejected. The reasons for the decision will be conveyed by letter to the appellant and (where appropriate) other parties. This will not prevent the appellant from submitting a revised written case within a period specified in that letter.
- b. This procedure will only be exercised in very clear circumstances and all such cases will be reported to the full CCAB Certification Committee as appropriate.

2.5 Representation at an Appeal Hearing

The appellant can choose to attend the appeal and present their own case at the hearing, or be represented by a person of their choice. If the subject wishes to present their own case, they are entitled to be accompanied by another person during the hearing; however, while the accompanying person can liaise with the appellant, they are not permitted to answer questions on the appellant's behalf.