

ENERGY SECTOR EDUCATION TRAINING AUTHORITY



REGISTRATION APPEAL PROCEDURE

INTRODUCTION

Where a learner, trainer, assessor or moderator has been denied registration by ESETA, they may wish to appeal this decision by the ESETA ETQA. If they are not satisfied with the outcome they may appeal to the ESETA Accreditation Committee.

PROCEDURE

- The ETQA HOD must advise the learner, trainer, assessor or moderator that a certificate of registration will not be issued to them.
- The learner, trainer, assessor or moderator must forward in writing the notice of appeal to the ETQA HOD within 2 weeks of being notified.
- The HOD will review the appeal and make decision on registration.
- Inform the learner, trainer, assessor or moderator of the decision.
- Record the results of the appeal.

If the appeal is successful the HOD will change the registration status accordingly.

If the appeal is not successful the provider may forward notice of appeal to the Accreditation Committee. The Committee will review the audit findings and appeal and make a decision.

If the appeal is then successful:

- Inform the learner, trainer, assessor or moderator of the decision
- Change the accreditation status of the learner, trainer, assessor or moderator accordingly.

If the appeal is unsuccessful:

- Inform the learner, trainer, assessor or moderator of the decision
- Change the registration status of the learner, trainer, assessor or moderator accordingly.
- Inform all concerned parties.