

Special Circumstances Application

Appeals Process UKFP 2019

November 2018

1. Introduction

If you wish to register an appeal against the outcome of your special circumstances application made by the local panel for pre-allocation to a foundation school for entry to the 2019 Foundation Programme, you should follow the process below.

2. Principles underlying the appeals policy

The principles underlying the appeals policy are as follows:

- a. You cannot make an appeal because you simply disagree with the principle of the process or the judgements or outcomes that have been made. You may request a review by the UKFPO where **processes or procedures** have not been followed, or there is evidence of unfairness in how the process has been implemented, and the objectivity of decisions is called into question.
- b. You can appeal against the outcome of the application process on the following grounds:
 - i. That the local panel did not follow due process, and this resulted in an error in the assessment of special circumstances
 - ii. That the decision was made in a prejudicial way.
- c. The appeals procedure will be fair and transparent, and the final decisions will be made in accordance with relevant employment legislation and statutory procedures.
- d. Your privacy and confidentiality will be respected, subject to the need for an open and fair investigation and for the outcome of the investigation to be reported appropriately. The intention is both to protect your privacy and to protect those involved with the appeals process.

3. Appeals process

- a. If you wish to register an appeal you must complete the Appeals Form (UKFP 2019) and submit it by email to appeals@foundationprogramme.nhs.uk between **08:00 GMT 13th November and 12:00 GMT 22nd November 2018**. Appeals will not be accepted at any other time.

- b. You should include in your appeal form a full statement of the grounds for your appeal, including any supporting evidence. **Please note the information is limited to one side of A4 paper.** You should set out the reasons why you believe that:
 - i. That the local panel did not follow due process, and this resulted in an error in the assessment of special circumstances.
 - ii. That any decision regarding your application was made in a prejudicial way.

Please note these are the only grounds for appeal.

- c. You will receive an email within five working days to acknowledge that your appeal has been received.
- d. A Recruitment Delivery Group representative, nominated by the UKFPO, will review your documentation to check whether any clerical errors have occurred. If the Recruitment Delivery Group representative finds clerical errors in the way your application was processed, s/he will contact you to discuss an appropriate outcome.
- e. In the case that there are no clerical errors, the UK Foundation Programme Office will appoint an independent Appeals Panel, to determine whether there are grounds for appeal.
- f. The independent Appeals Panel will make their decision on the basis of any investigations they consider reasonable, considering the statement within the appeal. The UKFPO will contact you with the panel's decision within 15 working days of the published deadline for receipt of appeals.
- g. If your appeal is successful, the UKFPO will agree a satisfactory resolution.
- h. If your appeal is unsuccessful, you are not able to further appeal within this process as the independent Appeals Panel's decision is final.
- i. If you wish to withdraw your appeal, you must write to the UKFPO at the email address above.