

KMT Appeals policy

2023/4

Version number	1.2
Policy status	Approved
Date of issue	1.9.23
Date of review	May 2024

KMT Appeals policy

Purpose and scope

The purpose of this Appeals policy is to provide clear procedures for dealing with appeals made by candidates who have applied to the course and do not agree with the shortlisting or interview decision.

The scope of this policy covers the following appeal:

- Applicants who wish to appeal against decisions made during the recruitment and procedure. These include, for example:
 - Appeals against being rejected prior to interview
 - Appeals against being rejected following an interview
 - Appeals against conditions in a conditional offer

This policy can be used by anyone who has applied to KMT within 12 calendar months of the date of initiating their appeal.

Definitions and examples

Appeals against recruitment decisions:

For the purposes of this aspect of the policy, an appeal is defined as a formal request that a decision should be changed. Applicants may appeal on the grounds that:

- a. There has been a procedural irregularity: a situation where the applicant believes that KMT has not adhered to its own stated policy and procedures.
- b. The emergence of new material which may have affected the decision. It must be made clear by the applicant as to why this information was not made available at the time of application. It should be noted that if this information was available at the time of application but not included, for any reason, it will not be considered as new information.
- c. Evidence of bias or prejudice.

General principles

- a. KMT will give proper regard to ensuring equality of opportunity

- b. KMT will adhere to the Equality Act 2010 and adjustments will be made to the interview to allow equal access for any applicants with protected characteristics
- c. KMT aims to provide an outstanding training programme for the trainees it serves.
- d. KMT is committed to working in partnership with trainees and partner schools, taking account of trainee views in order to improve its service.
- e. KMT will seek to discuss concerns informally, however, most appeals will normally be dealt with through a formal procedure.
- f. KMT expects all parties to act reasonably and fairly towards each other, and to treat the processes themselves with respect.
- g. KMT will work to ensure this policy is used fairly, proportionally and in a timely way.
- h. KMT will ensure that decisions are taken by people without actual or perceived conflicts of interest and that all involved will ensure an appropriate level of confidentiality through the process, without causing disadvantage.

Stages in the process

Appeals against recruitment decisions:

Unsuccessful candidates will receive feedback on their application. For those candidates unsuccessful at the point of application, this information will be entered into the DfE Apply system. Further feedback can be given to clarify the reasoning if requested. This feedback may be given in person, by telephone or by email. For applicants who are unsuccessful after interview, written feedback will be provided through the DfE Apply system and the recruitment team by email, detailing the candidate's strengths and areas for improvement for future applications.

Any applicant who wishes to lodge an official complaint or appeal against a decision is asked to do so, in writing, within 15 working days of the application decision. The Head of KMT will respond and an appeals panel comprising experienced interviewers not involved in the original selection process will be convened to consider the trainee documentation and review the decision. The Head of KMT and the independent appeals panel will normally respond within 20 working days from receipt of the appeal.

Should the applicant be able to clearly demonstrate that the independent appeals panel has not addressed the grounds of the appeal or has not fully understood the appeal, the applicant must contact the Head of KMT, in writing, within 15 working days of their decision. The head of KMT will pass the complaint on to the Chair of the Strategic Board who will assess the argument, past decision and the grounds for the appeal. At completion of this decision, the applicant will be issued with a Completion of Appeal letter making the decision final. If the appeal is successful, the applicant will be allowed entry on to the course.

General Data Protection regulations

KMT will retain data related to the appeal for 15 months from the start of the appeal and after this time all data will be deleted. All data will be stored securely during this time.

All appeals will be treated confidentially. KMT will only disclose information to those who need it to investigate the appeal or to respond to the issues raised. In some circumstances data may be used to consider whether a trainee is fit to practice.

If a trainee makes an appeal they should only include any necessary information about third parties. Evidence provided must focus on the impact that a third party has had on the trainee themselves. For example, if the mitigation is based on the health of a family member, KMT do not need to see the detailed medical information about that person.