



HITO Unit Standard Assessment Appeal of Assessment Result

Personal

Please print clearly using capital letters in a blue or black pen. Please complete the relevant section fully.

	 			 					_		 		
Trainee First Name													
Trainee Surname													
Permanent Address													
City													
Post Code													
Email Address													
Home Phone													
Mobile													
NZQA Number (NSN or NSI)													
Workplace Name													
Employer													

Appeal Reason

Please state the nature of your appeal. All appeals must be lodged within **21 days** of the candidate receiving written result of their assessment.

Appeal Fees

The fee to process an appeal is **\$80**. You can pay direct transfer to **WESTPAC 03-0502-0747489-00** using your name and 'Appeal' as the reference, or we can provide an invoice with an online portal link you can use to pay with.





Appeals procedure

There is one category of appeal - Assessment via HITO Assessment.

HITO Assessment

- If an apprentice considers an assessment result is unfair an appeal can be made to HITO for consideration of that result. .
- The appeal must be made in writing with full supporting documentation of the assessment and the reasons for the appeal. Photographic evidence can be supplied as supporting evidence. but it must be agreed upon by both the candidate and assessor, collected on the day of the assessment, and at the assessment venue.

On receipt of the appeal HITO will:

- Acknowledge the receipt of appeal within 3 working days and request any further information •
- Request a report from the relevant Assessor and/or Supervisor on the assessment process and the reasons for the result. •

Both the appeal and the Assessor's report will be jointly considered by the HITO Appeals Panel.

A binding decision will be made and communicated to all parties within 21 working days of initial receipt.

Provider Assessment (Off Job Training)

- Every Training Provider must be accredited, in order to contract with HITO to train apprentices. The Accreditation process ensures that the Provider has an appeal process in place. This should be referred to in the first instance
- If an apprentice considers an assessment result is unfair an appeal can be made through the appeals procedure in place with that Provider.
- If an apprentice considers the appeal was unfairly treated a complaint can be made to HITO. It must be made in writing with full supporting documentation including the previous appeal to the Provider. This can be made directly to HITO or through the Sales and Training Advisor.

Submission of appeals must be made to either support@hito.org.nz or:

HITO Appeals Panel PO Box 11764, Manners Street Wellington

Appeal Application Checklist

- ✓ Have you enclosed all supporting evidence towards this appeal?
- Have you paid the required appeal application fee?
- If you would like your employer kept informed of the appeals process, please provide their email address below.

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Employer Email Address:														
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Have you signed and dated this appeal application?

Signature:											
Date:	d	d	/	m	т	/	Y	Y	Y	У	