



## AUSTRALIAN CARRIAGE DRIVING SOCIETY

### ACDS Coaching Scheme

#### The Appeal

The Candidate Coach may appeal where the outcome of the assessment process is not competent. The appeal can only be on process. The appeal may be made on the following grounds:

- The process did not provide the Candidate Coach a fair and reasonable opportunity to demonstrate his/her competence.
- The Candidate Coach was not informed in advance of conditions and methods of assessment.
- The process was discriminatory in some way.
- The Candidate coach suffered misadventure at the time of assessment (must be supported by medical certificate)

#### The Appeal Process

- Candidate Coach receives notification of assessment outcome.
- Candidate Coach discusses outcome with Coach Assessor and outlines any dissatisfaction with assessment process. (resolved/not resolved)
- Candidate Coach discusses process with Federal Coach Coordinator. (resolved/not resolved)
- Commence formal appeal by completing the Appeals Form. Submit to Federal Coach Coordinator within 10 working days of assessment notification.
- Federal Coach Coordinator convenes Appeals Panel (Federal Coach Coordinator plus two Federal Convenors)
- Federal Coach Coordinator provides outcome to the Candidate Coach within 10 working days of receipt of appeal (resolved/not resolved)
- Appeal to Federal Council. The decision to be made at next Federal Council meeting. The Candidate Coach forwards the Appeals Form and the Appeal Outcome to Federal Council along with his/her grounds for further appeal.
- Federal Secretary advises Candidate Coach and Federal Coach Coordinator within 10 working days of Federal Council meeting.
- No further appeal is available.



## AUSTRALIAN CARRIAGE DRIVING SOCIETY

### ACDS Coach Accreditation Scheme

### Appeal Assessment Process

**Instructions to Candidate Coach:**

Only use this form if you are dissatisfied with the assessment process and the issue is not resolved through informal discussions with your Coach Assessor(s) and the Federal Coach Coordinator.

Formal appeals must be based on identified problems with the assessment process rather than an unsuccessful assessment result.

This form **must be lodged within 10 working days from the date of the assessment result.**

Refer to Appeals Process.

*This section to be filled out by the Candidate Coach*

**Name:**

**Club:**

**Qualification:**

**ACDS Carriage Driving Coach**

**Unit of Competency Code & Name:**

*State the reasons for your appeal in the space below*

**Attach any supporting evidence**

**Candidate Coach Signature:**

**Date:**

*This section to be filled out by the Federal Coach Coordinator*

**Appeal outcome:**

**Federal Coach Coordinator Signature:**

**Date:**