## Form TA1

## TALENT Appeal Form

Please only complete this form if you wish to appeal against a decision of the TALENT Professional Recognition Scheme Practice Route. Please also ensure that you have grounds for appeal in accordance with the [TALENT Appeals & Complaints Policy and Procedure](https://teaching.shu.ac.uk/talent/appeals-and-complaints/).

1 Read the TALENT Appeals & Complaints Policy and Procedure carefully.

2 Make sure that you have already attempted to resolve your concern with a relevant member of TALENT staff via Early Resolution.

3 Consider whether it is appropriate to submit an appeal rather than a complaint.

If you decide that it is appropriate to complete this form now, you should think about:-

* why your concerns have not already been resolved
* how to explain your appeal clearly and with relevant detail
* what supporting documents might be relevant (e.g. copies of emails, notes of meetings, references to TALENT procedures, etc.);
* what outcome you want from this appeal

Should you have any specific requirements relating to a disability or specific learning difficulty please inform us of any adjustments you feel you need to access this process. You can contact us via email at: talent@shu.ac.uk

All information submitted in relation to issues raised will be dealt with confidentially and will only be disclosed to those directly involved in resolving the appeal.

## 1. Contact details

|  |  |
| --- | --- |
| Name and title |  |
| Job title |  |
| College/Dept or Directorate  |  |
| Staff ID number |  |
| Email |  | Telephone |  |

## 2. Date of Panel Decision

|  |  |
| --- | --- |
| The panel decision was formally notified to me on:  |  |

## 3. Grounds for Appeal

Please indicate clearly the grounds on which you are appealing. You may tick more than one ground where applicable. Please see the Appeals Policy and Procedure for full details of grounds for appeal.

**I am appealing on the grounds ticked:**

|  |  |
| --- | --- |
| **Ground for appeal** | **Please tick** |
| There has been an irregularity in the provision of information which materially affected your submission |  |
| There is evidence that the decision-making was not based on the PSF 2023 or correct process |  |
| There have been administrative failures that prevented your submission being properly considered |  |

## 4. Statement of Appeal

Please make a full statement of your appeal in the space below. You may continue on additional sheets if necessary. Be as specific as possible, referring to dates, times, individuals and decisions where appropriate. If you have any documents, papers or similar which you want us to take into account when considering your appeal, please list them under Section 6 and provide them with this form.

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| --- |
|  |

## 5. How have you tried to resolve your issues so far?

|  |
| --- |
| a) Which members of the TALENT Scheme have you raised your concerns with? |
| b) When did you raise your concerns? |
| c) What was the outcome and why are you dissatisfied with it? |

## **6. Documentary Evidence**

Please list below the documentary evidence you have provided with your appeal. The documentary evidence you provide will be made available to appropriate staff to enable the appeal to be investigated and for a decision to be made.

|  |
| --- |
|  |

## **7. Signature**

I certify that the information I have provided is correct to the best of my knowledge and I give my consent for appropriate staff to have access to the information provided in support of this appeal.
I understand the information I provide will only be shared with those parties directly involved in the investigation and the outcome of the appeal, and as necessary to progress the appeal, and as required by law.

Signed:

Date:

## **8. How to Submit this Appeal** Please send your appeal and supporting documentary evidence as attachments to: ! SETL Teaching & Learning Operations