

RCT Registration Appeals Policy

Introduction

Any person who has an application for registration turned down may appeal in accordance with the procedures set out below. The appeals process allows individuals to challenge decisions made by the RCT regarding their registration application. Any appeal will be conducted in a fair, just, and unbiased manner.

Eligibility for appeal

The grounds for appeal against a decision made by the RCT may be made on the following ground:

- i. There is evidence of administrative, procedural, or other irregularities during the application process.
- ii. There is evidence that the incorrect decision was reached by the RCT when assessing the application.

Appeals Process

Should an applicant be dissatisfied with the outcome of the registration process they must make this known in writing or email to the RCT Registrar, via the National Office, within 30 days from when they were notified of the decision. If, after corresponding with the RCT Registrar, the applicant remains unsatisfied, they may issue a formal appeal. This must be done within 30 days of the discussion with the RCT Registrar. The RCT Professional Conduct Committee will check the eligibility of the appeal. If eligible, an alternative independent assessor, from the pool who were not originally involved in the registration process, will review the appeal. The applicant must submit additional information to support their appeal.

The reasons for the appeal should be set out clearly and concisely in writing by the applicant and submitted via email to enquiries@therct.org.uk, together with any appropriate supporting documentation or evidence.

Appeals must be based on substantial evidence that the decision was made in error, was inconsistent with established criteria, or violated due process.

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Appeal Decision

The RCT Professional Conduct Committee will report the outcome of the appeal to the RCT Management Board, and the decision will be communicated in writing to the applicant, outlining the RCT Professional Conduct Committee's findings and the rationale behind the decision. The RCT Professional Conduct Committee will check if the correct processes have been followed and if the final decision is fair. The final decision on the appeal will present one of the following outcomes:

- a. Right to appeal upheld – the application will be reassessed by new assessors
- b. Appeal declined – the appeal grounds are not valid, and the original decision is upheld
- c. Further information required – further information will be requested from the applicant and upon receipt of this, the appeals panel will make a final decision

If the decision is upheld, a letter will be sent to the applicant that the application will be re-assessed by a new assessment panel. The new assessment panel will not be informed that the assessment is following an appeal, and the usual assessment process will be followed. This process should be completed within three months depending on the availability of assessors.

If the appeal is declined, a letter explaining the outcome of the appeal is sent to the applicant with an explanation of why the appeal has been declined.

If further information is required, the applicant will have one month in which to provide the additional information. If the additional information is not provided within this timeframe, the appeal will be cancelled.

The decision of the appeal panel is final and may not be further appealed.