

FITNESS NORTHERN IRELAND

Appeals Procedure

Fitness Northern Ireland is an Assessment Centre.

An appeal arising out of an assessment is taken up directly with the assessor.

If the matter cannot be resolved to the satisfaction of both parties then the candidate has the right to refer the matter to the Internal Verifier.

Where an assessment decision has been made for any part of a unit of competence, and the candidate does not concur with that decision, then a formal letter of appeal should be sent to an internal verifier in the Centre. It is important that the details of the qualification unit and any supporting evidence is submitted.

A panel made up of the internal verifier and 2 assessors will meet to judge the evidence and report back to the internal verifier.

Within seven days of receipt the Senior Trainer will advise the candidate of the decision in writing.

Information is available from the office at Fitness Northern Ireland and at OCR regional office.

The Chairperson
Fitness Northern Ireland
The Robinson Centre
Montgomery Road
Belfast
BT6 9HS

OCR Regional Office
Riverwood House
Newforge Lane
Belfast
BT9

Tel: 02890 704080

Tel: 02890 669797

Discrimination/Victimisation

If there is a grievance arising out of discrimination, the candidate/employee should bring it to the attention of the Course Director or the Chairperson of Fitness Northern Ireland. The matter will be investigated and if proved could result in dismissal of the person at fault. It will be policy to exhaust all ways to rectify the situation by discussion between the plaintive and the senior member and also between the accused and the senior member.

In addition to our internal procedures, employees and volunteers have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

- Sex Discrimination (Northern Ireland) Order 1976, as amended
- Disability Discrimination Act 1995, as amended.
- Race Relations (Northern Ireland) Order 1997, as amended
- Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003
- Fair Employment and Treatment (Northern Ireland) Order 1998, as amended
- Employment Equality (Age) Regulations (Northern Ireland) 2006
- Equal Pay Act (Northern Ireland) 1970, as amended

Child Protection

If a matter of child abuse in any form is brought before the Directors' committee the procedure is as laid out in the Child Protection Policy.