

ISEP Appeals Procedure

ISEP's Professional Standards Committee is responsible for setting the parameters and conditions of professional membership, approval, and registration for individuals and partnerships.

ISEP has an assessment panel ("Assessment Panel") which will adhere to such parameters and conditions when assessing all applications for individual professional membership and registration, and partnership approval and registration. Partnership approvals and registrations include training centre approval and course approval, corporate partner training and course approval, EIA Quality Mark registration, Professional Development Scheme approval.

What can be appealed against?

Any decision that the Assessment Panel makes in relation to applications for professional memberships including individual registrations and applications for partnership approval or registration can be appealed against but only in accordance with the specific grounds set out in the table below.

Specific grounds for appealing

Individual Examinations (Associate and Practitioner)	Individual Assessments (Practitioner, Full, Chartered Environmental, Fellow and Specialist Registers)	Partnership Approvals, Registrations and Renewals
<ul style="list-style-type: none"> The criteria for "reasonable adjustments" and "special consideration" as set out in the ISEP Policy have been misapplied or misinterpreted by the Assessment Panel when assessing the application. ISEP Policy for malpractice has been misapplied or misinterpreted by the Assessment Panel ISEP policy for results enquiry has been misapplied or misinterpreted by the Assessment Panel. 	<ul style="list-style-type: none"> The criteria for admission to the membership level or specialist register have been misapplied or misinterpreted by the Assessment Panel Information relevant to the application was not supplied by ISEP to the Assessment Panel in order that a reasoned decision could be made An ISEP administrative or procedural error affected the ability of the Assessment Panel to make a reasoned decision A factual error by the Assessment Panel in an assessment report has affected the recommendation made by the Assessment Panel Extenuating circumstances occurred either prior to or during the assessment that the Assessment Panel was not made aware of by the applicant, and which adversely affected the performance of the applicant. 	<ul style="list-style-type: none"> The criteria for admission to the approval or registration, or renewal of, have been misapplied or misinterpreted by Assessment Panel Information relevant to the application or renewal of approval or registration was not supplied by ISEP to the Assessment Panel in order that a reasoned decision could be made An ISEP administrative or procedural error affected the ability of the Assessment Panel to make a reasoned decision A factual error by the Assessment Panel in an assessment report has affected the recommendation made by the Assessment Panel Extenuating circumstances occurred either prior to or during the assessment that the Assessment Panel were not aware of, and which adversely affected the performance of the applicant.

Please Note: Extenuating circumstances must be reported prior to or during the assessment to the assessors to allow for reasonable adjustment. Extenuating circumstances you do not wish to report to your assessors must be communicated to ISEP prior to or up to 5 working days after the assessment, otherwise they will not be considered valid grounds for appeal.

How do I make an appeal?

- Appeals must be received by ISEP within 25 working days of the letter notifying you of the Assessment Panel's decision.
- Appeals must be made in writing. In your appeal request include:
 - Your full name, contact details and ISEP membership number.
 - Details of the decision that you are appealing.
 - Your grounds for appeal (accepted grounds for appeal are identified in part A above).
 - Any supplementary information that you wish the appeals committee to consider. (Please see section D4 for details of the appeals committee).
- Appeals must be accompanied by payment (as further detailed in section C).
- ISEP will not be responsible for any costs incurred by you or your company (as applicable) in the appeal process.
- Submit by email to the Membership and Standards Team at info@isepglobal.org.
- You will be informed of the Panel's decision in writing and the reasons for its decision.

How much does an appeal cost?

Appeals must be accompanied by the relevant fee. ISEP will not be responsible for any costs incurred by you or your company in the appeal process.

Individual Members:

If you are appealing a decision not to award professional membership or a Specialist Registration the appeal fee is £60.00.

Partnerships/Organisations:

If you are appealing a decision not to award a partnership registration or approval the appeal fee is £300.00.

Payments must be made over the phone or by BACS.

What happens to my appeal?

1. ISEP will acknowledge receipt of your appeal request within 5 working days.
2. ISEP will check the appeal request to ensure that it:
 - Includes your name, contact details and ISEP membership number.
 - Includes details of the decision that you are appealing.
 - Is made on valid grounds for appeal (as referred to in more detail in this document).
 - Includes any supplementary information that you wish the appeals committee to consider.

- Was received within 25 working days of the date of the letter notifying you of the Assessment Panel's decision.
- 3. ISEP will confirm to you that the grounds of your appeal are valid within 10 working days of acknowledging receipt of your appeal request.
- 4. An appeal committee will be constituted and chaired by a member of the PSC. The appeal committee will comprise a minimum of 4 members including the chair. A minimum of 1 committee member will be an assessor for the membership level, specialist registration or partnership approval or registration which you are appealing. Appeals committee members will not have participated in the assessment of your application or have supported your application e.g., as a witness or reference.
- 5. You will be notified of the date on which your appeal hearing is to be held.
- 6. Appeals hearings will be held virtually. The appeal committee will consider the decision you are appealing, your grounds for appeal and any supplementary information provided as part of your appeal. The appeal committee may (in its sole discretion) ask ISEP to provide any records and/or documentation relevant to the appeal to assist them in making a decision. A decision must be a majority decision. Where a vote is split the appeal committee Chair will have the deciding vote on whether to uphold or reject your appeal.
- 7. You will be notified in writing of the appeal committee's decision within 25 working days of the appeal hearing. The appeal committee has the discretion to decide the following:
 - To accept you/your organisation at the membership level, specialist registration, partnership approval/registration applied for (whichever is relevant);
 - To request a reassessment or additional information to be submitted prior to reassessment. If reassessment is requested this will be undertaken by assessors who did not participate in the original assessment process. If the appeal committee requests additional information this information will be reviewed by the committee and not the original assessors;
 - Not to uphold your appeal. In the event the appeal committee does not uphold your appeal your application will not be taken any further. You acknowledge and agree that ISEP shall not in any way be liable to you in respect of any claims, demands, actions proceedings, and all damages, losses, costs and expenses (including legal expenses) any damages, costs, expenses (including legal expenses) that you may have suffered in any way (directly or indirectly) from your appeal not being upheld and your application not being accepted.

What happens if I am still not happy?

The decision of the appeal committee is final unless you are applying for Chartered Environmentalist, standalone.

If you are an existing Full or Fellow member of ISEP and have applied for Chartered Environmentalist standalone, you can make an appeal directly to the Society for the Environment. Contact details can be found on the Society for the Environment's website – www.socenv.org.uk.