

## APPENDIX D – APPEALS PROCESS AND TFS1 FORM

### Thames Foundation Schools

#### ACADEMIC FOUNDATION PROGRAMME RECRUITMENT

#### Programmes Commencing August 2012

### TFS ACADEMIC RECRUITMENT APPEALS PROCESS

#### 1. Introduction

If you wish to register an appeal regarding the outcome of the Academic Foundation Programme recruitment process for 2012, you should follow the process below.

#### 2. Principles underlying the appeals policy

The principles underlying the appeals policy are as follows:

- a. You cannot make an appeal simply because you disagree with the principles of the TFS recruitment process or the judgements or outcomes that have been made by the short listing/interview panels. You may request a review by TFS where **processes or procedures** have not been followed, or there is evidence of unfairness in how the process has been implemented, and the objectivity of decisions is called into question.
- b. You can appeal against the outcome of the application process on the following grounds:
  - i. that the way the TFS online application system processed your application may have disadvantaged you;
  - ii. that the process was not applied with appropriate diligence or due care;
  - iii. that there is evidence of prejudice, bias or conflict of interest in the handling of your application.
- c. The appeals procedure will be fair and transparent and the final decision will be made in accordance with relevant employment legislation and statutory procedures.
- d. Your privacy and confidentiality will be respected, subject to the need for an open and fair investigation and for the outcome of the investigation to be reported appropriately. The intention is both to protect your privacy and to protect those involved with the appeals process.
- e. The TFS directors will appoint an independent panel which will consider your appeal. This panel will consist of a minimum of three people and will include an appropriate representative from a medical

school and from a foundation school. At least one member of the panel will be a clinician.

### **3. How to register an appeal**

- a. If you wish to register an appeal you must complete **Form TFS1** (Appeal against TFS academic recruitment process) and submit it by email to [tfsacademicrecruitment@stfs.org.uk](mailto:tfsacademicrecruitment@stfs.org.uk) and include "Appeal" in the subject line of the e-mail between **08:00 BST 4 October and 17:00 BST 10 October 2011**. Appeals will not be accepted at any other time.
- b. You should include on your appeal form a full statement of the grounds for your appeal. You should set out the reasons why you believe that:
  - i. the way the online application system processed your application may have disadvantaged you; or
  - ii. the process was not applied with appropriate diligence or due care; or
  - iii. there is evidence of prejudice, bias or conflict of interest during the recruitment process.
- c. You will receive an email within five working days to acknowledge that your appeal has been received.
- d. A London/KSS Deanery representative, nominated by TFS, will review the way your application was processed to check whether any clerical errors have occurred. If the London/KSS Deanery representative finds clerical errors in the way your application was processed, s/he will inform the TFS directors and a TFS director will contact you to discuss an appropriate outcome.
- e. In the case that there are no clerical errors, the TFS directors will appoint an independent appeals panel, to determine whether there are grounds for appeal.
- f. The independent appeals panel will make their decision on the basis of any investigations they consider reasonable, having regard to your statement within the appeal and any supporting evidence provided by you. Applicants will not be expected to attend the panel. TFS will contact you with the panel's decision within fifteen working days of the published deadline for receipt of appeals (by 17:00 GMT 31 October 2011).
- g. If your appeal is successful, the TFS directors will agree a satisfactory resolution.
- h. If your appeal is unsuccessful, you are not able to further appeal within this process as the decision of the independent appeals panel is final.
- i. If you wish to withdraw your appeal, you must write to TFS at the email address above.

**ACADEMIC FOUNDATION PROGRAMME  
RECRUITMENT**  
Programmes Commencing August 2012

# Form TFS 1

## APPEAL AGAINST TFS ACADEMIC RECRUITMENT PROCESS

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APPLICANT DETAILS			
<b>Surname:</b>		<b>First name:</b>	
<b>Current address:</b> <i>for correspondence</i>			
<b>Postcode:</b>			
<b>Telephone number:</b>		<b>Mobile telephone:</b>	
<b>Email:</b>			

### CRITERIA FOR APPEALS

Please tick below the criterion which you feel is relevant to your appeal.  
You may wish to tick one or more of these boxes.

- I was disadvantaged by the way the online application system processed my application
- the process was not applied with appropriate diligence or due care
- there is evidence of prejudice, bias or conflict of interest during the handling of my application

## APPLICANT'S EXPLANATION OF GROUNDS FOR APPEAL

Please explain succinctly the grounds for your appeal. Please limit this information to one side of A4 paper (please note that applicants who need to use a large print font due to a disability may submit additional pages.)

## DECLARATION

I confirm that:

- the above information is correct and truthful.
- I have read and understood the TFS academic recruitment appeals process
- I have stated my grounds for appeal, which I wish the appeals panel to consider.
- I give my permission for information in this application to be used in anonymised form for review and evaluation of the process.

I hereby formally submit my appeal against the outcome of my application to the TFS Academic Foundation Programmes 2012.

Name:

Date:

**You must submit the completed appeal form via email to:**

**[tfsacademicrecruitment@stfs.org.uk](mailto:tfsacademicrecruitment@stfs.org.uk)**

**between 08:00 BST 4 October and 17:00 BST 10 October 2011.**

**Appeals will not be accepted at any other time.**