



NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION
Appeal of Results Application

Please print clearly using block letters and a ballpoint pen. All sections must be completed.

First names																									
Surname																									
Permanent Address																			Post Code						
Home Phone													Cellphone												
Email Address																									
NZQA Number (NSI or NSN)																									

Please state reason for this appeal.

This appeal must be lodged within 21 days of the assessment date.

Appeal Fee	<input type="checkbox"/> \$80.00	Receipt required?	<input type="checkbox"/> Yes
			<input type="checkbox"/> No

Cheques to be made out to **HITO** and must accompany application.
I declare that the above particulars given are correct.

Signature

/ /

Now please post to: **HITO, PO Box 11 764, WELLINGTON 6142**



APPEALS PROCEDURE

There are two categories of appeal - Industry Assessment and Provider Assessment.

1. Industry Assessment

If an apprentice considers an assessment result is unfair an appeal can be made to the HITO for consideration of that result.

The appeal must be made in writing with full supporting documentation of the assessment and the reasons for the appeal. This can be made directly to the HITO or through the Regional Sales and Liaison Manager using the Application for Appeal of Result Form. There is a fee of \$80.00. This will be refunded in full if it is found that the initial decision was the result of incorrect marking. No appeal will be considered without the fee being paid.

On receipt of the appeal the HITO will:

- (i) Acknowledge the date of consideration, being the next meeting of the HITO Committee, to the appellant.*
- (ii) Check the Mark Schedule to ascertain it is correct, then*
- (iii) Request a report from the relevant Assessor and/or Supervisor on the assessment process and the reasons for the result.*

Both the appeal and the Assessor's report will be jointly considered by the HITO, a decision made and communicated to all parties.

This decision will be binding on all parties.

2. Provider Assessment

Every Training Provider must be accredited in order to contract with the HITO to train apprentices. The Accreditation process ensures that the Provider has an appeal process in place. This should be referred to in the first instance.

If an apprentice considers an assessment result is unfair an appeal can be made through the appeals procedure in place with that Provider.

If an apprentice considers the appeal was unfairly treated a complaint can be made to the HITO. It must be made in writing with full supporting documentation including the previous appeal to the Provider. This can be made directly to the NHITO or through the Regional Sales and Liaison Manager

The HITO address for an appeal is:

The Chief Executive Officer, PO Box 11-764, WELLINGTON

On receipt of the appeal the HITO will:

- (i) Acknowledge the date of consideration, being the next meeting of the HITO Committee, to the appellant.*
- (ii) Request a report from the Provider on the assessment, the appeal and the reasons for the result.*

Both the appeal and the Provider's report will be jointly considered by the HITO and a decision made and communicated to all parties.

If the decision is unacceptable to the Provider the disputes procedure contained in the Contract for Provision of Training between the HITO and the Provider may be invoked.