



## Stage 2

### Speak to the WEA National EME and Accreditation Manager

The National EME and Accreditation Manager will confirm receipt of your appeal information within 3 working days. They will contact the tutor/assessor and the IQA to discuss the reasons for your appeal and the outcomes to date.

The National EME and Accreditation Manager will investigate and inform you directly of the outcome of your appeal within 14 working days of them acknowledging receipt of your appeal.

The decision of the National EME and Accreditation Manager is final.

The appeal outcomes will be reported to the appropriate awarding body.

You maintain the right to make a complaint following this final decision please refer to

### Record Retention

When an appeal is investigated, the WEA will retain related records and documentation for 3 years. Records should include any scanned copies of learner work, assessment or verification records, appeal records and outcomes.

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
July 2023	July 2024	EME and Accreditation Manager	Director of Quality and Student Services