Inter-Foundation School Transfers (IFST)

Appeals Policy

Purpose

This document sets out the procedures that should be followed if a student or trainee wishes to appeal against the outcome of their application for an Inter-Foundation School Transfer (IFST).

Principles of the Appeals Policy

The process of appeal will be governed by the following guidelines:

➢ The appeals policy will be readily accessible and available to all.
➢ The process of appeal and the procedures followed will be open and transparent, and in accordance with law.
➢ Those considering appeals will do so in a fair, reasonable and indiscriminate manner.
➢ Appeals will be heard and decided upon in a reasonable timeframe.
➢ The confidentiality of the appellant will be maintained, subject to the requirement for appropriate investigations.

Grounds for Appeal

A student or trainee will have the right to submit an appeal against the outcome of their IFST application wherever he or she is able to demonstrate that the actions of the UKFPO (or the foundation school(s) in the case of applications submitted in exceptional circumstances) have not followed procedure. Appeals will be considered if there is sufficient evidence that:

a) Published processes or procedures pertaining to the IFST application process have not been followed correctly; or

b) The objectivity of decision making is called into question, which has a significant adverse effect your application; or

c) Requested documentation was provided to meet a specific deadline, but your application was rejected as it was stated that the deadline had been missed.

Appeals Applications

In the first instance, the expectation would be for the appellant to attempt to resolve any issues or concerns by discussing the case with the UKFPO team (or the foundation school(s) in the case of applications submitted in exceptional circumstances), where appropriate.

Where this is not possible, or where the situation has not been resolved to the satisfaction of the trainee, the case may then be presented in writing for consideration by an appeals panel. Applications for appeals should be sent to the UKFPO via appeals@foundationprogramme.nhs.uk. Applications must be submitted by email within ten working days of the student / trainee being notified of the decision / result of the national IFST review panel that is being appealed. The request must include a full statement of the grounds of appeal and any evidence to support the appeal.

The appellant will be notified of the decision of the appeals panel in writing.
**Appeals Panel**

An appeals panel will be convened, where possible within ten working days of the written request for appeal, which consists of the following members:

- Special Advisor (Recruitment) to the UKFPO / Chair of National Recruitment Delivery Group (RDG)
- National Foundation Programme Manager, UKFPO
- Lay Representative, external to the UKFPO team

The panel will consider the statement and evidence provided to decide whether the appellant has demonstrated that procedures have not been followed and that their application should have been approved. The appellant will be notified of the outcome of the panel within three working days.

The decision of the appeals panel will be final, and the trainee will have no further right to appeal.

In the event that an appeal is upheld, appropriate steps will be taken to try and find an appropriate training place in line with the initial request for transfer. Students and trainees are advised that the principles of the IFST process will still apply, and that all transfers are dependent on availability of training places in the receiving foundation school. Approval of an application for an inter-foundation school transfer does not guarantee a specific programme within the receiving foundation school.

**Limits of the Policy**

The following issues are excluded from the appeals process:

a) If you disagree with the principle or content of the IFST process, or its outcomes;
b) If you allege unfairness of practice and process but do not supply evidence to substantiate your allegation;
c) Subject to Section 2, paragraph (c), if you have not followed national UKFPO guidance regarding timeliness, provision of documentation, demonstrating eligibility criteria for IFST.

**Withdrawal of Appeal**

Requests for appeal can be withdrawn at any stage in the process time by writing to the UKFPO via the appeals inbox. Your appeal will then be closed permanently.

**Equality of Diversity**

The UKFPO is committed to providing equality of opportunity in the services for which it is responsible. As such, this policy has been screened and assessed and no potential discriminatory impact has been identified.

**Data Retention**

In line with the data management policy for recruitment related paperwork, all materials relating to complaints will be destroyed twelve months after the date of a final decision being made regarding your complaint.

Anonymity will be protected for any reporting purposes at all times.

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