

## Appeals Process

Appeals process for applicants seeking recognition of physiotherapy qualifications

Unsuccessful applicants have the right to appeal the decision of the overseas applications sub-committee (OASC). Appeals will be heard by an Appeals Committee. The Appeals Committee works independently of the OASC and is appointed by the President of the ISCP

Appeal dates for 2010: March /June/September/ December

Procedure for applicants who wish to appeal any decision of the OASC

Applicants will have 30 working days to notify the ISCP of their intention to appeal an OASC decision, with effect from the date of issue of the letter informing the applicant that their application has not been successful.

The Irish Society of Chartered Physiotherapists (ISCP) requires that applicants submit a "notice of appeal". The notice of appeal will be sent to the Chairperson of the Appeals Committee of the ISCP. This is in the form of a letter and it must include the following:

- The applicant's name and address;
- A statement that clearly explains that the applicant is making an appeal (for example, the letter should include a sentence like "I wish to appeal against the decision of the OASC to recognise my qualification").
- A concise statement of the grounds of appeal that sets out the case; explaining why the applicant disagrees with the OASC's decision.
- If the applicant has asked someone to represent them, the name and address and relationship to the applicant should be provided
- Appeal Administration Fee &euro;100

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The appeal will be decided on the basis of the applicant's original documentation and any supplementary documentation that he/she wishes to provide to support the appeal. Any new documentation provided must be stamped by the relevant authority to verify its authenticity.

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Applicants will be notified of the date of the meeting of the Appeal Committee. All documentation must be submitted no

later than 6 working weeks prior to the next meeting of the Appeals Committee .

Before an applicant's case is heard the Appeal Committee may hold a preliminary meeting with the applicant. In most cases, appeals can be heard without the need for such a meeting to be held. Should such a meeting be required, the applicant is invited to attend with an individual of their choice e.g. friend or family member. In the event that the applicant cannot attend a preliminary meeting, where necessary the Appeals Committee will correspond with them.

The ISCP will write to the applicant within 14 working days of the appeal meeting to inform the applicant of the decision of the Appeals Committee and the basis for their decision. It is anticipated that the appeal process may take, from beginning to end, up to six months for completion. All costs incurred by the applicant related to the entire appeals process will be borne by the applicant.

The decision of the Appeals Committee is final and applicants may only appeal once. A new application may be submitted at a future date for consideration in the event of additional competency being gained. All new applications will incur a new application fee.

An applicant can appeal the decision of the Appeals Committee, by applying to the High Court. An appeal to the High Court must be made within 42 days of receipt of the decision of the Appeals Panel. The decision of the High Court is final and may not be appealed..

Appeals Policy Document

Updated October 2009

NB: From the 1st August 2009 all credit card payments will incur a charge of 2.5% per transaction. Please note there is no extra charge for laser card transactions.