



SCITT Recruitment:

Ensuring Transparency and Fairness in the Application Process Complaints Policy and Appeal Procedure

Equality, Diversity and Inclusion Statement:

“Arthur Terry SCITT aims to build a diverse and inclusive organisation where everyone can reach their full potential. The SCITT provides opportunities for candidates to share any special arrangements or reasonable adjustments throughout the application and induction process.”

Arthur Terry SCITT ensures that all candidates are treated fairly. The information and support we provide ensures that applicants have the best chance of success in the applications they make.

Course information

When publishing course information, we include our training locations and contact details. Candidates should check location and details carefully before submitting an application.

Courses may become full, either when all available spaces have been allocated or when we are unable to secure a suitable, quality school placement for that course. When a course is full, we will make this clear on the application platform to prevent candidates from applying. Should a candidate be in the process of applying to a course which then becomes full we will let them know as soon as we can and suggest alternative courses or providers for them to consider.

Unsuccessful applications

If an application is rejected, we will give you feedback (verbally and via DfE Apply) to ensure that you have a greater chance of success in subsequent applications.

Conditions of an offer

When you apply to us you will provide us with details of people who can give references for you. We will only contact these people after you have accepted an offer. We will use these references as part of the process to check you are safe for to work with children. All offers we make will be conditional on these checks being successful (we also make this clear to you at interview).

When we make an offer subject to conditions, we will inform you of the timescale (with a clear deadline) to meet them. We treat all applicants equitably and give all candidates as much time as possible to meet the conditions prior to the course start date.



If we defer an offer, we will factor this into our planning for the subsequent year and do our best to ensure that we have the places to fulfil this offer.

Accepting an offer

We encourage all applicants to attend all interviews offered by providers, prior to deciding to accept or decline an offer. You will not be asked to respond sooner than you must. You should ensure you consider any offers carefully and should choose the right course for you.

Accessibility needs

We will ask you if you have any accessibility needs that you might have prior to interview. Please answer this question fully to ensure we can make any reasonable adjustments during the interview process and when the course begins.

Complaints procedure

Should you have any complaints about the recruitment process, please fill in the complaints form, which can be found on the SCITT page of our website, within 10 working days of the notification of the outcome of the interview. We will aim to investigate and respond to all complaints in writing within 20 working days of receipt.

Following the written response, if the applicant wishes to escalate the complaint, she/he must inform the SCITT Director in writing within 10 working days of the written response.

On receipt of the escalation notice, the SCITT Course Director will convene a meeting of the Appeals' Panel within 20 working days.

The applicant will be informed in writing at least 10 working days in advance of the date of the appeal meeting and will be invited to attend.

Any written statements or documentary evidence must be passed to the Appeals' Secretary (SCITT Administrator) 5 working days in advance of the meeting.

Grounds for Appeal

The Appeals Panel has the authority to deal with appeals against the decisions of the Interview panel on one of the following grounds:

- The applicant's interview performance had been adversely affected by circumstances which they could not have reasonably divulged to the Interview Panel at the time of the original interview. Submissions made on these grounds must be supported with appropriate documentary evidence;
- That there had been an administrative error materially affecting the interview;



- That procedural irregularities with regard to the formal conduct of the interview process can be found;
- That there is positive evidence of prejudice or discrimination on the part of a person involved in the interview process.

The Appeals' Panel

The chair of the Appeals' Panel will be the Director of the Teaching School Hub. In the case that the SCITT Director is unable to chair the meeting the Deputy Director of the Teaching School Hub will chair the meeting on behalf of the Hub Director.

The Appeals Panel will consist of three members, selected from the following:

Arthur Terry SCITT Course Director

Arthur Terry SCITT Lead

ATLP Central Team

Arthur Terry ITT Strategy Board

Headteachers or their representatives of SCITT partner schools

Professional Mentors from Arthur Terry SCITT partner schools

No-one may sit on the Appeals' Panel if they have a conflict of interest or direct connection with the applicant or the applicant is known to them. The Appeals' Panel will exclude staff who have been involved in the original interview process or who form a part of the complaint or grievance.

The SCITT Administrator will act as Secretary.

The Appeals' Panel Meeting

The following procedure will be followed for the Appeals' Panel Meeting in the case of an Appeal against an interview decision.

The Appeals' Panel Meeting shall proceed if a quorum of 3 persons is present.

No observers are permitted to attend the Appeals' Meeting. The applicant may be accompanied by another person who can act as their representative on request. This request must be passed in writing to the Secretary (SCITT Administrator) 5 working days in advance of the meeting. The Appeals' Panel has the discretion to ask any individual to appear before it, if it is considered to be in the interests of the concerned parties for it to do so.



The TSH Director will present the case and information to support the rejection on behalf of the SCITT. The applicant (and their representative if appropriate) will present the case and information to support his/her appeal.

The Appeals' Panel will adjourn after the Appeals Meeting to consider the evidence and arguments presented to it. Only members of the Appeals' Panel may be present at this time. Confidential minutes of the Appeals Meeting will be agreed by the Secretary (SCITT Administrator) and the Chair of the Appeals' Panel. The only options open to the Appeals' Panel shall be to:

- dismiss the appeal and decree that the original decision shall stand;
- uphold the appeal and request those responsible for the initial decision on the SCITT to reconsider that decision in the light of the new evidence.

The applicant shall be notified in writing of the decision within 5 working days of the Appeals Panel Meeting.

Office of Independent Adjudicators

If a complaint cannot be resolved the applicant has the right to make a formal complaint to the OIA however, before a student can complain to the OIA, they must normally have first completed the provider's internal complaints or appeals procedures.

WEBSITE: <http://www.oiahe.org.uk>

OIA

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