

Appendix 3 – SISV Accredited Professional Quantity Surveyor (APQS) Appeals Process

a. Introduction

1. An applicant who is unsuccessful at the APQS Interview will have a right of appeal and will be allowed 30 days after receipt of the formal notification in which to exercise this right.
2. The appeal must be in writing in the prescribed APQS Appeal Form, be directed to the SISV QS Division Honorary Secretary, clearly state the grounds on which the appeal is being made and must be accompanied by an Appeal Application Fee.
3. If an appeal is sustained, the QS Division Council, at their absolute discretion, may remit in whole or in part the fee in respect of lodgement of the appeal.

b. Grounds for appeal

1. An applicant may lodge an appeal on the following grounds:
 - An administrative irregularity has occurred
 - A procedural irregularity has occurred
 - Specific questioning by the assessment panel is not relevant to the applicant's areas of training and experience, outside the chosen pathway, beyond declared competency or beyond the Tier level applied for by the applicant.
2. Claims that the APQS standards and prerequisites / Assessors are unreasonable, are not permissible as grounds for appeal.

c. Before you Appeal

1. Carefully consider the SISV reply letter. SISV will formally write to unsuccessful applicants on the reason(s) for a Fail assessment and highlight areas of improvement considered necessary. This is to assist applicants in understanding why they were unsuccessful and how to ensure they are successful in the future. A dialogue may be arranged by SISV if requested by the applicant.
2. Appeals based simply on disagreement with the Assessors' decision and assessment of the applicant's competence will not be permissible. The appeal review committee does not question the merits of the Assessors' decision. It examines the way the final assessment was conducted and will allow the appeal only if, on the balance of probabilities, there was fault in the process. It considers only administrative or procedural matters.
3. Take time to review your assessment and consider the following:
 - a. Did you present the submitted documentation in the required format, including the relevant detailed requirements?
 - b. At the interview did you answer the Assessors' questions in a clear and timely manner?
 - c. Were the Assessors' questions relevant to your areas of competency?
 - d. Did the interview follow the process as set out in the guidance?
 - e. Did the interview follow the required format?
4. On reflection, are there areas of your assessment that could be improved by further training and experience?

d. Appeal Process

1. If after considering the above, applicants wish to appeal, the following steps below are to be followed.
2. Complete the attached APQS Appeal Form and submit the appeal fee.

3. Detail clearly and concisely your reasons for appealing in no more than 1000 words. No further supporting documentation is permitted and no representations may be submitted by another party who was not present at the interview (e.g. supervisor, counsellor, sponsor or employer).
4. Send to SISV within 30 days of the date you received your letter. If the appeal was sent after the deadline it will be returned.
5. All appeals are considered on an individual basis. Some examples of the grounds on which appeals have previously been accepted are:
 - ✓ A clear conflict of interest: For example, a member of the assessment panel works for the same organisation as the candidate, which wasn't declared prior to the interview
 - ✓ Administrative or procedural matters: For example, if the panel was not provided with the correct information
 - ✓ Questioning and testing of competence that has concentrated too much outside the main areas of training and experience or outside the applicants chosen pathway.

e. Appeal Panel

1. Administrative Review

An initial review by an appointed member of the SISV QS Council will be carried out to determine whether an obvious and manifest procedural or administrative error has occurred and whether this can be easily rectified. Where a procedural or administrative error has occurred, a written response will be made to the applicant to resolve the matter at no cost to the applicant. If it is unable to resolve the matter at this point, the case will be referred to the Review Committee for review and the applicant will be advised in writing on the outcome of the appeal.

2. Review Committee

The QS Division Council may appoint an independent Review Committee of up to three persons experienced in APQS matters to review the appeal and make a recommendation. The members of the Review Committee must not include any person involved in the original assessment although the Review Committee may seek background information and clarifications from the original Assessment Panel. Following its deliberations, the Review Committee shall make a formal recommendation to the QS Division Council.

The Review Committee are not 're-hearing' the original assessment interview. Their role is to decide whether, on the balance of probabilities, there is reasonable doubt that the assessment was conducted fairly and correctly and in accordance with the assessment procedures. They will decide the appeal on the basis of the written documentation provided.

3. Provisions of Feedback

Based on the information presented, the Review Committee will make a determination in consultation with the QS Division President and advise the applicant in writing of the result. If the appeal is rejected, the Review Committee will state the outcome and explain the reasons behind it. The Review Committees' decision is final. There is no further right of appeal.

A successful appeal on the other hand, does not mean that the application is successful but only that the grounds under which the application was rejected will be reviewed. If an appeal is approved, the original assessment interview is disregarded, and the applicant will be given a fresh interview.

The applicant will be invited to attend a new assessment interview with a new panel using the existing submission documents. SISV will do its best to establish a date suitable for all parties as soon as possible and not more than three months after the outcome of the appeal. Applicants may not submit any new documentation for the re-assessment.