



North/South ETS Committee for Youth Work

Appeals Process for NSETS Programme Endorsement and Individual Recognition Applications'

APPROVED 17/12/2021

A committee of appeals panelists with a Chair will consist of former NSETS committee and endorsement panel members with representatives balanced north/south, male/female and from different constituencies (e.g. employer, HEI, practitioner) where possible. These appeal panelists and appeal Chair will be appointed for a term of up to five years. Candidate names for this appeals committee will be put forward by current NSETS committee members and will be subject to formal approval by both Departments, DENI and DCEDIY.

Decision making process for NSETS endorsement

Programmes under consideration for NSETS endorsement:

Each endorsement panel makes a recommendation of whether to endorse a programme (outlining any conditions or recommendations attached) to the NSETS Committee. The NSETS Committee decides whether to ratify the panel recommendation and this decision is then communicated in writing to the Institution.

Individual seeking a Statement of Individual Recognition from NSETS:

Applications received from individuals seeking a Statement of Individual Recognition from NSETS will be collated by the Development Officer and shortlisted against the eligibility criteria by the workforce development sub-committee of NSETS. Applications which are deemed eligible will be put forward for ratification to the NSETS committee. The NSETS Committee will decide whether to approve the application and this decision will be communicated in writing to the individual.

In the event of an appeal by an institution or individual to the decision taken by the NSETS the following process will be followed:

NSETS Appeals Process for Institutions and Individuals

Stage One

The institution or individual can make an appeal where they believe that the decision of the committee was not in accordance with the criteria and/or the procedures set out in the NSETS documentation.

They can do this by writing to the Chair of the appeals committee outlining the basis for their appeal within 28 days of receipt of written notification of the decision taken by NSETS.

If the appeal committee Chair decides there is a basis for an appeal, they will convene an appeals panel from among the committee's members (taking care to ensure that there is no conflict of interest) and they will inform the institution/individual and the NSETS Committee Members. If the appeal committee Chair decides they have a conflict of interest in relation to the HEI or the individual making the appeal, a new Chair will be appointed from the appeal committee.

Stage Two

The appeals panel will invite the institution/individual to provide written evidence of the details of their appeal and may, where the panel considered it appropriate, also provide them with the opportunity to present their case in person. The appeals panel will also hear evidence from the NSETS Committee and the endorsement panel members involved in the process. The appeals panel will endeavor to hear the appeal as soon as possible and usually within 28 working days following the formal appeal being made.

Stage Three

The appeals panel will come to a decision resulting in one of the following outcomes:

- Uphold the appeal
- Uphold the appeal subject to specified conditions
- Dismiss the appeal

The appeals panel will inform the institution/individual and the NSETS Committee of its decision and its reasons in writing. The decision by the appeals panel is final.