

REAPPLICATION, RESUBMISSION AND APPEAL

COSRT MEMBER POLICY

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OVERVIEW

Your application for Membership may be incomplete. In those instances, staff will contact you requesting that you provide the information needed within six months. If you don't, then your application will be closed.

In other circumstances, however, you may be told that your application is either deferred or rejected. Deferral is a term used within applications for Accredited or Senior Accredited Membership. Whilst rejection can happen for any application.

When your application is rejected, you have the right to appeal under certain circumstances.

WHAT IS REJECTION?

Rejection means that assessment of your application shows a clear failure to meet requirements for membership. That might include factual details such as training requirements. Or it may mean, for more senior levels, written submissions were clearly not at the required standard.

If you do not appeal, you cannot apply for the same level of membership for at least 12 months.

WHAT IS DEFERRAL?

If your application is deferred, it means assessors didn't find sufficient evidence to successfully assess against all our criteria but the quality indicated high enough quality that minor amendments could lead to acceptance.

Assessment feedback will tell you which criteria haven't been fully met and provide information from the assessor on what you need to do to meet those criteria when you resubmit.

If you don't make a resubmission within six months, your application will be closed. You can reapply for accreditation at any time as you were not formally rejected, but you'll need to complete a new application in full.

PREPARING TO RESUBMIT

You only need to address the criteria which you were deferred on in your original application. It is also highly recommended to speak to your supervisor before completing your new work.

Write your additional information on a blank Word document. Head each document with your name and membership number and identify which criterion and sub-criteria the information relates to. Please use one document and make it clear which criteria you are writing under.

The work you submit is in addition to your original application, so you will be given additional word limits to meet. You can also choose to go back and revise parts of your original application but that is not necessary. Do make sure that it is clear where your new work fits within the original text you submitted.

WORD LIMIT

You will be given a word limit that your resubmission must meet. That will vary depending on how many criteria you are being asked to revisit.

NEW CASE STUDY

If your case study is the issue you must address, you can either amend the original or submit a totally new one.

SUPERVISOR

Details of your current supervisor must be provided if they have changed since your original submission.

COST

There is no fee for a resubmission.

GETTING HELP

Your assessment feedback will include advice on what you need to do when producing your resubmission. If you have any questions about your resubmission, please contact jo.coker@cosrt.org.uk.

RESUBMISSION OUTCOMES

It can then take up to three months to re-assess your new submission. Your work will be checked to make sure you've responded to all the necessary criteria and provided all the necessary information before being assessed by the same person who deferred you.

If you're successful, you'll be awarded the membership category. If you are unsuccessful you will be rejected. You may be able to appeal but if you don't or can't, you will not be able to make a new application until after 12 months from the date of your unsuccessful decision.

APPEALS

If your application is unsuccessful, you can appeal if you believe that either:

- The assessment procedure has not been followed correctly, or
- Your application has not been fairly and properly assessed against the published criteria

Disagreeing with the decision or wishing to submit new information are not grounds for appeal.

MAKING AN APPEAL

You must send your appeal by email to info@cosrt.org.uk within three months of receiving our decision. You must give the grounds for your appeal (either of above) and explain in up to 500 words why the appeal should be successful.

COST

There is a cost of £200 for an appeal. Payment must be made before the appeal is considered.

PROCESS

Your appeal will be assessed by two assessors who have no knowledge of your application. Their decision is final and you'll receive a copy of their findings.

If the assessor agrees with your appeal, it doesn't mean you'll become accredited or senior accredited. Depending on the focus of your appeal and their findings, outcomes could include:

- Recommendation that the application is accepted (overruling the rejection).
- Recommendation that a resubmission can be made against criteria set by the appeal assessors.

Alternatively the assessors may reject your appeal. In that case you can't reapply for the same level membership for 12 months. If you reapply in the future it will be treated as an entirely new application.



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