

## Enquiry Form

This is the first stage of the appeals procedure and should only be used when a learner, apprentice, centre or training provider has an enquiry about a practical assessment or examination decision.

Before completing this form the learner/apprentice and centre/training provider should ensure they have read VetSkill's *Enquiries and Appeals Policy* and referred to VetSkill's *Centre Fee Structure*, both of which are available on the VetSkill website ([www.vetskill.com](http://www.vetskill.com)).

In order for VetSkill to review the enquiry in full, as much information and detail as possible should be provided.

The enquiry outcome will be shared with the individual who submitted the enquiry, the named centre/training provider contact recorded on the enquiry form, and the Programme/End-Point Assessment Manager and other relevant staff within the organisation, in accordance with the staffing structure.

Please note that the enquiry outcome is confidential and should not be shared with anyone else.

### 1. Learner/Apprentice Details

Preferred title		Preferred pronoun	
First name			
Surname			
Email address			
VetSkill or ACE360 identification number, as applicable			

## 2. Centre/Training Provider Details

Centre/Training Provider name	
Centre/Training Provider number	
Centre/Training Provider contact name	
Contact's job title	
Contact's email address	

## 3. Qualification/Apprenticeship Details

Qualification/Apprenticeship title and level	
Practical assessment/examination title	
Date the centre/training provider/learner/apprentice received notification of the assessment results	

## 4. Enquiry Information

### 4.1 Enquiry Details

Please provide details of the enquiry, explaining as fully as possible.

Please refer to VetSkill's *Enquiries and Appeals Policy* for details of the scope of an enquiry.

## 5. Payment Details

There is a fee payable when raising an enquiry; please refer to the *Centre Fee Structure* on VetSkill's website

### 5.1 . BACS Transfer

Payment can be made by BACS using the details listed below:

Sort Code                               **60-11-30**

NatWest Account Number   **18138993**

VAT Registration Number   **357095868**

Please use the reference       **[surname] – Appeal**

For example                       *Smith – Appeal*

## 6. Declaration

I confirm that:	
By completing and submitting this form to VetSkill, I give my consent to the processing and storage of this data, and the sharing of the enquiry outcome with my centre/training provider.	<input type="checkbox"/>
If submitting on behalf of a learner/apprentice, they have given their consent to the processing and storage of this data, and the sharing of the enquiry outcome with their centre/training provider.	<input type="checkbox"/>
I have made payment of the full enquiry fee.	<input type="checkbox"/>
The information I have supplied is accurate and, to the best of my knowledge and understanding, is correct.	<input type="checkbox"/>
I understand that the enquiry outcome is confidential and must not be shared with anyone outside the centre/training provider.	<input type="checkbox"/>
Signed	
Full name	
Date	

Please email the completed form to [priority@vetskill.com](mailto:priority@vetskill.com).