



TOI MAI

Workforce
Development
Council

Moderation Appeal form

Purpose of application form

This form is used by providers if they wish to appeal a WDC decision.

Process

Please complete the details below and email the form to moderation@toimai.nz

Providers may wish to appeal decisions made by WDC for moderation activities. An appeal **must be sent to the WDC within 15 working days of the date of the decision.**

Once received by the WDCs, our team will analyse the appeal. You will be asked for more information if required. Please **allow 20 working days for us to process your appeal.**

Any questions

If you have any questions about this form, or the appeals process, please email moderation@toimai.nz

Appeal details

Date of Moderation report:

Type of moderation:

Pre assessment

Onsite moderation

Post assessment moderation

Unit standard:

Provider details

Education organisation:

Education organisation number (EDUMIS):

Contact person

Name:

Role:

Email:

Phone:

For Schools only

Principal's Nominee Name:

Phone:

Reason for the appeal

Please write a detailed description of the basis for your appeal. Please include overview of evidence attached to support your application. Continue on extra sheets if necessary.

Preferred appeal outcome

Please outline the preferred outcome of the appeal.