

## PDRP APPEALS NOTIFICATION FORM (A6)

### *Appeal Notification to the PDRP Coordinator*

Please complete this form using the appeals process guidelines

Name: \_\_\_\_\_

Ward/Area: \_\_\_\_\_

Organisation: \_\_\_\_\_

Current PDRP Level (if applicable): \_\_\_\_\_

PDRP Level Application: \_\_\_\_\_

Date of original Portfolio Assessment: \_\_\_\_\_

**Step 1: Please include the following for your Portfolio reassessment:**

- Professional Portfolio to include:
- Performance Appraisal
- Associated Documents for required level applied for
- Completed PDRP Guidelines
- Completed PDRP Assessors Comments and Feedback
- Letter outlining reasons for Appeal

**Step 2:**

You will be notified of the outcome by the PDRP Coordinator.

If you are unsatisfied with this result, you can continue with the appeals process and have the portfolio reviewed by an Appeals Panel.

If you continue with the appeals process, please indicate if you wish to bring a support person:

- Yes       No

**I understand that the decision of the Appeals Panel Review is final and binding.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please forward this form and the attached documents to your organisation's PDRP Coordinator***