

## Procedure for Oral Hearings Under S.I. No. 503 of 2014 Qualifications and Quality Assurance (Education and Training) Act 2012 (Appeals) Regulations 2014

### Requirements to hold an Oral Hearing

An Appeals Board will normally consider an appeal based on the documentation provided by both the provider concerned and QQI. The Appeals Board may, where necessary, invite the provider, or any persons relevant to the appeal, to an oral hearing. The Appeals Board will give reasonable notification to all concerned parties of the date and location of the hearing.

### Attendance at the Oral Hearing

The Appeals Board may invite persons with relevant expertise to attend and make statements at the hearing.

If any party is unable to attend the hearing they must notify the Appeals Board as soon as possible.

Where either or both parties to the appeal fail to attend the hearing, without notifying the Appeals Board secretariat, the hearing may proceed in their absence at the discretion of the Appeals Board.

### Documentation

In advance of the hearing, all concerned parties will be provided with a complete set of documentation relating to the appeal together with a list of attendees, which will include any persons specifically invited by the Appeals Board. This information/documentation will be provided no later than 7 days before the hearing.

### Venue

The Appeals Board will secure a location for the oral hearing.

### Payment of Expenses

The provider is responsible for any costs incurred by both themselves and any witnesses that they call.

#### **The Secretariat** Appeals

Faoi Cailiochtaí agus Dearbhú Cáilíochta (Oideachas agus Oiliúint) Gníomhu 2012  
Under Qualifications and Quality Assurance (Education and Training) Act 2012

26/27 Denzille Lane, Dublin 2, Ireland.

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## Format of the Oral Hearing

Oral hearings are held in private and will be kept as informal as possible.

The Chairperson of the Appeals Board will begin the hearing by introducing all members of the Appeals Board and all other persons present. The Chairperson will also indicate if there are other persons whom they intend to call to give evidence in the course of the hearing. The Chairperson will then outline the decision against which the appeal is being made, the grounds of the appeal, and QOI's response to these grounds.

At the hearing both parties to the appeal will be entitled to be heard and to present evidence to the Appeals Board. Both parties will be given an opportunity to present their case; each will have the right of reply and to question the other through the Chair. The order of speakers is determined by the Appeals Board and this may be notified to the parties in advance of the hearing by means of a proposed agenda.

The Appeals Board will complete oral hearings promptly and efficiently within a reasonable timescale. However, the Appeals Board may have to adjourn an oral hearing for a short period in order to review additional information supplied in the course of the hearing. If necessary, the Appeals Board may also adjourn a hearing until a date specified by them.

Where there is an oral hearing, the Appeals Board will make its determination of the appeal within 30 days of the completion of the oral hearing.