

## The External Oversight Committee for Human Givens Therapy (EOC)

### ***Appeals Form: Appeals against decisions of the HGI Registration Panel to reject applications to join the HGI Register of qualified therapists***

Author: Ian Thomson 3.17 (Date last reviewed: 3.20)

If you wish to appeal against the HGI Registration Panel's decision to reject your application to join the HGI Register of qualified therapists, please save and complete this form, then e-mail it to the HGI Membership Secretary at [admin@hgi.org.uk](mailto:admin@hgi.org.uk), marking the covering message 'Appeal – Private and Confidential'. Alternatively, you can send a printed copy to: the HGI Membership Secretary, Human Givens Institute, Chalvington, East Sussex, BN27 3TD, marking the envelope 'Private and Confidential'. We will acknowledge receipt of your appeal within seven working days.

The EOC procedure for dealing with appeals against decisions of the HGI Registration Panel can be viewed at:

<https://www.hgi.org.uk/sites/default/files/hgi/EOC-Appeal-Procedure.pdf>

**Please note:** You can fill out the form below by either typing your answers digitally and emailing it to us, or printing it out and filling in your answers by hand to then either post it, or scan and email it to us. If you fill it out digitally, you are agreeing that your electronic signature (typing your name) is the legally binding equivalent of your handwritten signature.

**IMPORTANT:** Please download and save to your computer **FIRST** to complete this form digitally.

### Your details

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Daytime phone no. \_\_\_\_\_

Mobile no. \_\_\_\_\_

Email address \_\_\_\_\_

Your HGI reg no: \_\_\_\_\_

## **Grounds for appeal**

Where an application to join the HGI Professional Register is turned down by the HGI Registration Panel, an unsuccessful candidate may appeal only where s/he believes that in reaching its decision the HGI Registration Panel failed to follow due process, as set out in the HGI Professional Registration Policy and Guidelines for the HGI Registration Panel, which can be viewed at <https://www.hgi.org.uk/sites/default/files/hgi/HGI-Professional-Registration-Policy.pdf> and <https://www.hgi.org.uk/sites/default/files/hgi/Guidelines-for-HGI-Registration-Panel.pdf>

## **Powers of the External Oversight Committee (EOC)**

In reviewing appeals against a decision of the HGI Registration Panel, the EOC is empowered to examine the evidence provided by the appellant and the HGI Registration Panel, to arrive at an informed decision as to whether or not due process was followed in respect of the appellant's application to join the HGI Register of qualified therapists. Where the EOC finds that the due process was not properly followed, it is further empowered to request the HGI Registration Panel to review its decision to reject the original application.

The EOC is empowered only to decide whether or not due process was followed. It cannot overturn a decision of the HGI Registration Panel based on its professional assessment of an applicant's fitness to join the HGI Register of qualified therapists.

For further information on the powers of the EOC and considerations regarding the admissibility of new evidence, please refer to the procedure for dealing with appeals against decisions of the HGI Registration Panel, which can be viewed at: <https://www.hgi.org.uk/sites/default/files/hgi/EOC-Appeal-Procedure.pdf>

Decisions of the EOC will be final.

Please provide information in the box below about how you believe the HGI Registration Panel has not dealt with your application in accordance with the HGI Professional Registration Policy and Guidelines for the HGI Registration Panel (see 'Grounds for appeal' above). Please be as specific as possible, citing the particular point(s) of the Policy and Guidelines that you believe the HGI Registration Panel failed to follow. Please note that the External Oversight Committee is unable to consider appeals where specific information as described above is not provided.

A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for listing documents included with the form.

**If you are including any documents with this form, please list them below.** These could include the letter sent to you by the HGI Registration Panel, outlining its reasons for rejecting your application and any other documents you consider relevant. (If you are e-mailing the form, any supporting documents should be in files that are clearly labelled and attached with your completed form. Otherwise, paper copies can be posted with the completed form to the address provided – see page 1 above.)

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for listing documents included with the form.

I hereby confirm that: a) to the best of my knowledge, the information provided on this form is true and accurate; and b) I give permission for the HGI Registration Panel to provide the External Oversight Committee (EOC) with access to such information about me as will be necessary to assist it in reaching an informed decision regarding my appeal, including where relevant, confidential information.

Signed: \_\_\_\_\_

*Please type or write your name above*

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

Please e-mail your completed form to the HGI Membership Secretary at [admin@hgi.org.uk](mailto:admin@hgi.org.uk), marking the covering message 'Appeal – Private and Confidential'.

Alternatively, send a printed copy to the address below, marking the envelope 'Private and Confidential':

HGI Membership Secretary  
Human Givens Institute  
Chalvington  
East Sussex  
BN27 3TD