

Academy for Healthcare Science (AHCS) Appeals and Process for Experienced Practitioner Gateway Applications

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Introduction

This document explains the Academy for Healthcare Science's (AHCS) process for appeals against the outcome of an [Experienced Practitioner Gateway](#) (EPG) application.

- **An appeal is a request for the re-consideration of a decision regarding the outcome of an EPG application.**

The AHCS recognises that there may be legitimate reasons to appeal. When we handle these issues, we aim to learn from them to continuously improve the work we do.

Appeals

To ensure fairness and consistency, the AHCS has created an appeals process to enable applicants to request re-consideration of a decision regarding the outcome of their Experienced Practitioner Gateway (EPG) application. The process set out below is the only way to request reconsideration of an EPG application outcome.

Grounds for appeal

1. The individual making an appeal ('the appellant') must clearly explain why they think the outcome of their Experienced Practitioner Gateway (EPG) application is incorrect ('the grounds for appeal'). Simply saying 'the decision is wrong' will not be accepted as valid grounds for an appeal.
2. If an EPG application was rejected for multiple reasons, the appellant must respond to each reason in their appeal.
3. The appellant must provide all supporting information or evidence for their appeal when it is submitted.
4. An appeal cannot be made because the appellant forgot to include something in their original application. In such cases, the appellant should submit a new EPG application and pay another application fee.

Submitting an appeal

5. An appeal must be submitted within 28 working days of receiving the EPG application outcome. An appeal is not considered submitted until the AHCS receives it.
6. An appeal must be submitted in writing and be emailed to complaints@ahcs.ac.uk, marked for the attention of the Head of Regulation.
7. An appeal must include the following information:
 - A clear statement that the appellant wishes to appeal the EPG application outcome.
 - The date the appellant received the EPG application outcome.
 - The appellant's name and email address.
 - The appellant's AHCS ID number (5 digit number on the AHCS application portal).

- For each reason provided by the AHCS for the unsuccessful application, a concise statement explaining the grounds for appeal.
- Any further information or evidence that supports the appeal.

AHCS appeals process

8. AHCS will aim to acknowledge appeals within three working days of receipt.
9. If the required information set out in paragraph 7 above is missing or incomplete, the AHCS will request further information.
10. When all required information has been received, the AHCS will check if there are valid grounds for the appeal, as set out in paragraphs 1 to 4 above.
11. If the appeal does not meet the required grounds for an appeal, AHCS will email the appellant to explain the reasons for the appeal being rejected. This decision is final and there is no further right of appeal against this decision.
12. If the appeal merits further consideration, AHCS will ask for a specialist moderator to review the decision and provide a response.

Appeal outcomes

13. The moderators decision will be based on the evidence provided.
14. The moderator may decide to:
 - Reject the appeal, meaning the original outcome stands.
 - Substitute a different decision i.e. pass the application through the Gateway or change how long the appellant must wait before submitting a new EPG application.

AHCS will aim to conclude an appeal within 28 days of submission to the specialist moderator, after which AHCS will write to the appellant with the notification of outcome.