



Defence Awarding Organisation



Appeal Form

Recognising Quality and Competence:

Supporting Defence with accreditation and specialist bespoke qualification opportunities

Guidance and Instructions

Before completing this form it is important that you have read the Defence Awarding Organisation (DAO) Enquiries and Appeals Policy which is available at <https://www.gov.uk/government/publications/dao-policies>. Appeals are raised whenever a DAO Centre or Learner does not agree with an assessment or other decision made by the DAO.

Completion of Form

Please complete this form as fully as possible, providing DAO with sufficient information to carry out an investigation into your appeal:

Centre Details:	
Centre Name	
Centre Number	
Contact Name	
Contact Job Title	
Contact's Email Address	
Contact's Phone Number	

Qualification Details:	
Qualification Title	
Qualification Number	

Learner Details:	
Name of Learner	
Learner Registration Number	

Details of Appeal:
<i>(please explain as fully as possible)</i>
<i>(please provide a full description of the nature of the appeal, the reason why you have made the appeal and your suggested resolution)</i>

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Declaration

I accept that DAO will process and store the information provided in an electronic format. I agree that it may be used for any purpose deemed relevant to this appeal and will be retained for as long as the information is required.

Signed:	
Full name: (block capitals)	
Job Title:	
Date:	