

Construction Industry Training Centre Inc.

Student Appeals Procedure

Following the investigation of a grievance, the complainant may appeal against any decision or findings, once all parties receive the written report.

1. An appeal must be lodged, in writing to the CEO of CITC or Chair of the CITC Board of Management within fourteen days of notification of the decision or finding.
2. The CEO or Chair will delegate responsibility for organising an appeals committee.
3. The appeals committee will have the following members:
 - i. Chair (CITC Chair or CEO)
 - ii. Operations Manager or delegate
 - iii. Trained Mediator
 - iv. Legal or Paralegal representative as necessary
4. After the Chair of the committee has consulted all parties involved, including the investigating officer, a hearing will be conducted.
5. At the appeals hearing, the disputing parties and their representatives/advocates may make a written and/or verbal presentation to the committee
6. After hearing all the evidence, the appeals committee will retire to make a decision
7. A decision, in writing, will be forwarded to all parties within five days of the hearing
8. The decision of the appeals committee will be binding.