**Your Appeal Inquiry – What to Expect**

Tēnā koe

The Appeal Inquiry Panel understands that an inquiry may be a stressful event for you, but please be assured you will be treated with respect, fairly, and without bias. The inquiry panel is there to listen to what you have to say, and to seek to fully understand your version of events before deciding any outcome.

Your appeal inquiry will follow this general format:

* The Chairperson of the panel (Chair) will welcome all and will formally start the meeting.
* There will be brief introductions. There will usually be three panel members (the panel) and someone to take notes present.
* You will be asked if you approve that the meeting be recorded, or notes of the meeting be taken, and will be advised that the recording or meeting notes will only be made available to those present at the meeting.
* The Chair will explain the role of the panel, the process that will be followed, and the possible outcomes. The importance of confidentiality will be outlined.
* You can ask any questions you have about the process.
* You will then be asked to tell your story. Some ākonga|learners find it useful to have this written down to read out or have some bullet points to help guide them. Others may bring an advocate to talk on their behalf or may share the talking with the advocate or support person/people. This is up to you.
* The panel will ask any questions they have.
* The panel will be interested in hearing what you have learnt throughout this process and what you believe a fair outcome will be.
* You will then have time to ask any questions that you may have.
* The meeting will be formally closed.

If you have **anything further to add** after leaving the meeting, you will have **24 hours** from the time the meeting ends to email this through to the panel Chair or the Appeals Officer.

The panel will then need some time to convene and consider the appeal fully. We will issue a decision as soon as is reasonably practicable.

We look forward to meeting you.

Ngā mihi