



OTA WFOT Program Approval Committee

Appeals Process

Occupational Therapy Australia (OTA) has a process to manage the review of a decision when an education program is not recommended for WFOT approval status. The steps in the process are laid out below:

1. The education program is required to submit the application for appeal to the CEO of Occupational Therapy Australia **within 30 days** of the date on the letter that advises of the decision of the OTA WFOT Program Approval Panel, and ratified by the OTA Board.
2. Receipt of the appeal will be acknowledged in writing by OTA **within 14 days**.
3. The appeals panel to review the decision will consist of 3 people, and will be appointed by the CEO of OTA independently of the education program director. However, the education program director can indicate any conflicts of interest they feel may exist.
4. Panel members will be familiar with accreditation processes and the WFOT Minimum Standards for the Education of Occupational Therapists.
5. The appeal will be limited to the points raised by the education program in the application for review.
6. The decision of the review panel will be provided to the CEO to respond to the education program **within 90 days** from the date that the appeal application was received by OTA.