**Assessment Process**

7. Applications are collated by HR Clerical Support in HQ INT CORPS and circulated to the PRA Committee which comprises:

1. Corps COS.
2. SO2 Pers.

8. The role of the committee is to provide independent scrutiny of each application by drawing on their experience of the employment and training of INT CORPS personnel. Applications are circulated to SO2 Pers and the Chief of Staff. In the event of a unanimous decision about an award the applicant will be notified of the outcome by HR Clerical Support. If an award is to be deferred or declined the applicant will be advised of the best course of action to be taken in order to enable a future application to be supported and RCMO Land is available to provide specific advice. Where appropriate, the committee will take advice from the City & Guilds Institute.

**Appeals Procedure**

9. Should an applicant wish to contest a failed application the case will be submitted to the Appeals Board which consists of the following personnel:

1. Corps Colonel.
2. Corps COS.
3. SO2 Pers (Secretary).

10. The Board will review the application, and associated appeal, and will seek advice from the City & Guilds Institute and Education & Career Development Branch (Ed & CD) at Army HQ if required. If the applicant subsequently remains dissatisfied with the result of the appeal, a complaint may be raised through normal Service Complaint procedures.