**Escalation Representation Form**

If an approved centre has received an email or letter regarding an escalation process but believes the data is incorrect, the should complete this form.

This should be completed by the approved centre’s responsible contact and submitted to escalations@jaupt.org.uk along with any evidence that supports the representation. A written decision will be provided to you within 15 working days of receipt of the representation.

**Centre Information:**

|  |  |
| --- | --- |
| Centre Number |  |
| Centre Name  |  |
| Name of Person submitting the representation |  |

**Escalation Type:**

[ ]  Late uploads

[ ]  Non-notification of planned training

[ ]  Non-notification of cancelled training

[ ]  Repetition of periodic training

 *Please tick the relevant box that is applicable. Only one form can be used for each individual appeal request.*

**Representation:**

|  |
| --- |
| ***Please tell us why you think this data is incorrect or should not be an escalation. Please note administration errors will not be considered as a legitimate reason.*** |

**Supporting Documentation:**

[x]  Emails from JAUPT/DVSA/DVA
[ ]  R&E evidence
[ ]  Screenshots of JAUPT’s system e.g. error messages
[ ]  Other (please specify below)

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