



APEX Guidance on ICF Appeals

If you have received your ICF notification letter and are considering appealing your placement, we've put together the following guidance as a starting point.

Check you're familiar with the process

The reconsideration process follows a Local → Regional → National escalation process, detailed [here](#). This means the first point of escalation for appeals will be your District Chief Allied Health Scientific & Technical (District CAHST) – the person who has signed off your ICF notification letter.

Also download a copy of the ICF reconsideration form available on Te Haerenga and on [our website](#).

Confirm your placement

Confirm that you have been placed in the right grouping by checking:

1. **The frameworks and support tool/descriptors** available on the [APEX Career Framework webpage](#). There are separate frameworks for those in Degreed and Non-Degreed/Technical roles, so make sure you're looking at the right one.
2. **If minimum steps apply as per your collective agreement**. Some APEX collective agreements have agreed minimum steps for certain Designated Roles, which take precedence over ICF mapping.

Seek information on your placement

Contact your District CAHST and ask how they have translated you onto the ICF grouping. Feel free to use the template below, and modify as needed:

Dear **[Name]**

*My ICF notification letter does not contain any detail around why my role of **[insert your role title here]** has been mapped to a **[insert ICF role grouping here]**. I have been informed that the District Chiefs have each staff member's 'line of data' containing information as to how they have been mapped. I am officially writing to request this information for my role placement to inform a timely appeal submission.*



Contact the APEX Career Framework team for advice

You don't have to wait for a response from your District CAHST to seek APEX advice on appeals. While you are not obliged to do so, we recommend that you get in touch with us so we can provide tailored guidance for your individual situation, and so that we can start to build visibility of how roles have been mapped across districts.

Contact us at careerframework@apex.org.nz

To ensure a speedier process, it's helpful if you contact us with:

- Your job title
- Your previous placement (Band and step)
- Your new ICF placement
- A copy of your job description (if you have one handy)
- Where you think you should be placed on the ICF and why. This bit of information is especially important because you know your own role best. Provide a brief summary of how you believe your role best aligns with the ICF descriptors for that grouping.
- Your placement information, once you receive this from your District CAHST.

Our ICF team will then be able to advise you on next steps.

Beware of the four-week timeframe

There is a four-week window from notification, within which you can submit your appeal. If you're away on leave or other extenuating circumstances apply, please let your District CAHST know this and that you will be intending on submitting an appeal on your return.

Keep us in the loop

Please either copy us in or give us a heads up once you've submitted your appeal form, and when you hear back.

If you have any other questions, feel free to [email us](mailto:ask@apex.org.nz).

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