

The Breastfeeding Network (BfN) Appeals Process

Stage 1

If a trainee is dissatisfied with their assessment decision, they should first discuss this with their Tutor soon after they have received their assessment feedback.



Stage 2

If a trainee remains unsatisfied at 'Stage 1' then they may request an Internal Moderator (IM) to look at their work via email to :

centralsupport@breastfeedingnetwork.org.uk

This must be done within 5 working days of communication with the assessor.

The work may then be assessed by a different tutor.

The IM will notify the trainee of the outcome via email



Stage 3

If the trainee still remains unsatisfied at 'stage 2' they can appeal to the Lead Internal Moderation Officer (LIMO) via email to: centralsupport@breastfeedingnetwork.org.uk

This must be done within 5 days of receipt of the IM outcome.

The trainee may be asked to attend an appeal panel with their tutor, IM and LIMO.

Trainees will be provided with 5 days notice of any such intended appeal panel meeting, an appeal panel meeting will take place within 10 working days of the received appeal by the LIMO.

The LIMO will notify the trainee of the outcome via email.

This is the final stage in the BfN appeals process



Stage 4

If the trainee still remains unsatisfied with BfN's appeal process and the outcome of the internal appeal, they may have the right to appeal to the external accrediting body the Open College Network, London.

The LIMO will provide information to take the appeal further.

Further information can be found at [Appeals Procedure \(ocnlondon.org.uk\)](https://www.ocnlondon.org.uk)