

Apprenticeship Appeals Procedure

Metadata Training

In order to successfully achieve the IS Business Analysis Apprenticeship Standard, you will submit a Summative Portfolio, your employer will submit a detailed reference, you will complete a one-week synoptic project and you will undergo an interview with BCS examiners as part of your end-point assessment. After the interview, you will receive your grade which will be either a fail, pass, merit or distinction.

You can appeal against the result you received in the following circumstances:

- Evidence that the proper processes and procedures have not been followed
- If you disagree with BCS's decision on the allocation of reasonable adjustments or special consideration
- If you disagree with the action taken against you following an investigation into mal-practice
- Evidence that proper processes have not been followed will include technical failure that impacts on the conduct of the interview

Dissatisfaction with an assessment decision is not grounds for an appeal. If you are unhappy with your result, we can arrange a feedback session so you can understand how to improve.

You can also request to have your mark reviewed due to sickness or other extenuating circumstances that took place at the time of the assessment. Please email us at apprenticeships@metadatatraining.co.uk if you want to discuss this option.

You must submit notice of an appeal within 20 working days of receiving the assessment result.

Payment

The standard appeal fee is £300. This is not normally covered by the apprenticeship funding and it will be charged to the employer as an extra cost. However, if it is clear that Metadata Training is responsible for the issues leading up to the appeal then Metadata Training will pay for the appeal costs.

The process

BCS aims to acknowledge receipt of the appeal within two working days and provide a decision within 20 working days of receipt of payment. This may take longer, for example, if a centre visit is required. In such instances, we will let you know the likely timescale.

The outcomes of any appeal against a decision may be either to uphold the appeal or to reject it. If BCS do not believe there is a valid case for the appeal Metadata Training will inform you about the reasons for the decision in writing.