

Best Practice Network HLTA Assessment Appeals Procedure

This document explains:

- how to appeal after you have been notified of an HLTA assessment outcome
- possible next steps for candidates with a 'Not Met' outcome

How to appeal after you have been notified of an HLTA assessment outcome

As a Regional Provider of HLTA Assessment (RPA), Best Practice Network's appeals procedure reflects the Higher Level Teaching Assistant National Assessment Partnership (HNAP) Code of Practice for appeals following an HLTA assessment outcome.

The term "appeal" refers to appeals by the candidate themselves. An appeal will not be considered if it is made by anyone other than the candidate.

Where 'Not Met' is the outcome of an HLTA assessment, this is because there was insufficient evidence for the national requirement that all HLTA standards have been met. A 'Not Met' outcome is moderated and agreed at by at least two senior moderators within Best Practice Network.

The only grounds for an appeal are whether the RPA procedures were consistent with the HNAP Code of Practice and whether those procedures were used properly and fairly in arriving at the assessment judgement.

The 'Code of Practice' refers to the HNAP RPA Code of Practice which can be found online www.hlta.org.uk/COP which confirms that:

- RPAs will ensure that during preparation for assessment all candidates are informed of their right to appeal
- RPAs will monitor how the appeals process works and draw learning from the process
- RPAs will publish their appeals procedures on their virtual learning environment
- RPAs will send information on the appeals procedure to all candidates with a 'Not Met' outcome

Candidates who wish to appeal should **submit an appeal form within 21 days** of receiving the notification of their HLTA assessment outcome. In exceptional circumstances, more time may be allowed but this should be agreed with the candidate so they know the timescale to follow.

The **appeals form** can be found online at www.bestpracticenetwork.co.uk/hlta

Once Best Practice Network has received an appeal form, we will acknowledge receipt within five working days.

The appeal will be considered within 28 working days from receipt of the appeal and the candidate will receive a written outcome of the appeal.

The BPN Appeals process will be reviewed regularly and at least annually.

If the candidate is dissatisfied with the outcome of the appeal submitted to BPN, they may refer their appeal to the HNAP Appeals Panel.

The HNAP Partnership will arrange a review panel of three senior assessors or other senior officers from three different Regional Providers of Assessment, none of whom will be from the Regional Provider for Assessment responsible for the candidate's original assessment outcome.

The decision of the HNAP Review Panel will be final.

Possible next steps for candidates with a 'Not Met' outcome

Where a candidate is not recommended for HLTA status, the candidate can:

- extend their experience and/or skills (for a limited number of standards), then be reassessed via their Regional Provider for Assessment in the near future. There may be a cost to be reassessed
- extend their experience and/or skills (for a large number of standards), then be reassessed via their RPA in the distant future. There may be a cost to be reassessed
- defer or abandon aspirations for HLTA status

It is essential that the candidate discuss these options with the headteacher and teacher(s) who were involved in the HLTA assessment process.

In any future assessment they must be able to

- provide opportunities for the candidate to work at the level of the HLTA standards
- confirm as 'Met' the standards that were previously assessed as 'Not Met'

Please address all correspondence in the first instance to:

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