The NTN Grid Scheme
Applicant Guide 2018
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Introduction

At Level 3 of training (ST6-8), Paediatric trainees have the opportunity to subspecialise in a specific area of Paediatrics or continue in general training. Those who complete an approved programme of subspecialist training will be eligible to enter on to the GMC Specialist Register as a Paediatrician with a subspecialty.

The College runs the NTN Grid Scheme which allows trainees who wish to complete their training in a sub-specialty to apply in competition for the programmes available nationally. The Grid scheme was devised as a joint College and Deanery initiative supported by the GMC. Its aim was to provide fair, consistent and competitive access to approved subspecialist training programmes. These programmes will lead to sub-specialist accreditation with quality assurance that takes into account workforce demands in each of the sub-specialties.

If successful through shortlisting and interview, candidates are matched to the programmes offered within the sub-specialty, based on the candidates' programme preferences and the programmes available. The number of posts available for each sub-specialty is designed to reflect the likely future demand.

The scheme enables trainees to train in appropriate numbers for each sub-specialty which reduces the likelihood of being in a highly specialised field with little chance of obtaining a consultant post after reaching CCT. The maximum number of posts available is in constant review due to changes in workforce planning arrangements.

Currently the following sub-specialties are available within the Grid:

( Depending on annual submissions made)

- Child Mental Health
- Clinical Pharmacology
- Community Child Health
- Diabetes and Endocrinology
- Emergency Medicine
- Gastroenterology, Hepatology and Nutrition
- Immunology, Infectious Disease and Allergy
- Intensive Care Medicine
- Metabolic Medicine
- Neonatal Medicine
- Nephrology
- Neurodisability
- Neurology
- Oncology
- Palliative Medicine
- Respiratory Medicine
- Rheumatology
## Grid 2017-2018 Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>18th August</td>
<td>Sub-specialty programme posts for the Grid are submitted to the RCPCH by Deaneries</td>
</tr>
<tr>
<td>Friday 2nd September</td>
<td>Grid Advert Published in BMJ, and on NHS jobs and RCPCH websites</td>
</tr>
<tr>
<td>12 noon Friday 8th September</td>
<td>Applications made available through RCPCH website</td>
</tr>
<tr>
<td>12noon Friday 29th September</td>
<td>Applications Close (any applications submitted after this time will not be considered)</td>
</tr>
<tr>
<td>w/c 2nd October</td>
<td>Shortlisting commences</td>
</tr>
<tr>
<td>12noon Monday 30th October</td>
<td>Deadline for confirmation of preference choices – these must be completed on the application system by 12noon and CANNOT be altered after this time</td>
</tr>
<tr>
<td>w/c 6th November</td>
<td>Invitations to interview will be sent to all successfully shortlisted candidates - Any candidates not shortlisted for interview will also be contacted.</td>
</tr>
<tr>
<td>20th November – 1st December</td>
<td>Grid Interview Period (specific sub-specialty dates will be published on the RCPCH website)</td>
</tr>
<tr>
<td>w/c 4th December</td>
<td>Matching Process</td>
</tr>
<tr>
<td>From 8th December</td>
<td>Offers will be made</td>
</tr>
<tr>
<td>Mid December/ Early January 2018</td>
<td>Candidates have 48 hours to accept or decline offers</td>
</tr>
<tr>
<td></td>
<td>Clearing Round (TBC by RCPCH after offers if sub-specialties will run one)</td>
</tr>
</tbody>
</table>
## Who can apply?

### RCPCH Trainees

| Qualifications                  | • MBBS or equivalent medical qualification  
<table>
<thead>
<tr>
<th></th>
<th>• Completion of MRCPCH examination</th>
</tr>
</thead>
</table>
| **Eligibility**                | • Must hold a National Training Number (NTN)  
|                               | • Eligible for full registration with the GMC at time of appointment and hold a current licence to practise  
|                               | • Eligibility to work in the UK  
|                               | • Not exceeded the maximum number of Grid application attempts |
| **Fitness to Practise**        | • Is up to date and applicant is fit to practise safely |
| **Training Progression**       | • Completion or expected completion of Level 2 Training by the time of entry to the Grid Programme  
|                               | • ARCP must be an outcome 1 or expected to be an outcome 1 by entry into Grid training  
|                               | • Must have enough time to complete GRID sub-speciality training before CCT date |

### EEA Applicants

| Qualifications                  | • MBBS or equivalent medical qualification  
<table>
<thead>
<tr>
<th></th>
<th>• Completion of MRCPCH examination – no equivalent</th>
</tr>
</thead>
</table>
| **Eligibility**                | • Equivalent training programme within the EEA  
|                               | • Eligible for full registration with the GMC at time of appointment and hold a current licence to practise  
|                               | • Eligibility to work in the UK  
|                               | • Not exceeded the maximum number of Grid application attempts |
| **Fitness to Practise**        | • Is up to date and applicant is fit to practise safely  
|                               | • Meets professional health requirements (in line with GMC standards / Good Medical Practise) |
| **Training Progression**       | • Evidence of achievement of Level 1 and 2 competences as outlined in ‘Curriculum for Paediatric Training, General Paediatrics, Level 1, 2 and 3 Training’ * |

N.B. EEA applicants need to contact the RCPCH before applying to discuss what evidence will need to be provided.

### Anaesthetic trainees applying for Paediatric Intensive Care

Anaesthetic trainees who wish to apply for Paediatric Intensive Care are not required to have MRCPCH or the paediatric competences listed above. An applicant must have FRCA and have completed ST4 by the time of entry into the Grid.

*Evidence of Level 1 and 2 competencies will be advised when contacting the RCPCH

Please contact [ntn@rcpch.ac.uk](mailto:ntn@rcpch.ac.uk) if you have any enquires regarding eligibility.
Frequently asked questions about Grid Training and Recruitment

How long do I need to complete Grid training?
Grid training is a 2-3 year programme; you must ensure that you have enough time left in your training before your agreed CCT date. CCT dates cannot be changed to accommodate subspecialist training.

Any candidates whose entry date to specialty training is not September (e.g. March starters) may be eligible for an extension of their CCT date by 6 months to accommodate sub-specialty training. Please discuss this further with your deanery or the College to ensure eligibility before making an application.

In exceptional circumstances candidates may be able to apply from a higher year of training e.g. ST7 providing that sufficient sub-specialty training can be completed without an extension of the current CCT date. Such potential candidates are advised to discuss their circumstances carefully with their local Deanery and the CSAC Chair.

How many times can I apply for Grid?
The maximum number of times an applicant can apply for Grid is twice. Applicants are only eligible to make a third round application to the same specialty if:

- If they were deemed appointable in their second round application.
- Applicants who applied to two different sub-specialties during their second round application must have been deemed appointable at interview for BOTH sub-specialties in order to be eligible to make a third round application to BOTH sub-specialties in the future.

We will not accept a third application under any other circumstances.

Can I apply for less than full time training (LTFT)?
Candidates must indicate in the Grid application form if they wish to be considered for LTFT training. If a successful applicant preferences a LTFT programme, and is subsequently matched to this programme, then LTFT training is guaranteed if the trainee fulfils the criteria for LTFT training.

If a successful applicant wishes to train LTFT in a Full Time position, it is expected that the receiving Deanery offering the Full Time programme would try to accommodate this. This may involve a wait for the LTFT training to become available. If a successful applicant wishes to train LTFT but this is not easily available from the programmes offered, then the CSAC might agree to a placement in an approved LTFT training programme in the applicant's local deanery, provided all arrangements for funding, including on call, had been agreed.

Am I allowed to defer my training?
Applicants applying for deferred entry must put their intended start date on their application form. Deferment will be allowed for a maximum of 3 years and will only be considered due to:

- Statutory reasons (e.g. maternity leave)
- Studying full time in higher education such as higher medical degree/research

It is recognised that the outcome of funding for research application can sometimes coincide with the Grid selection process. In these circumstances it will be at the discretion of the receiving deanery whether deferment is allowed.

If an offer of research is made after the grid process, when a successful applicant had already accepted a post in a deanery, applicants must notify the RCPCH within 3 months of accepting the post otherwise deferment would not be allowed.

It will be the responsibility of the Deanery accepting the deferred candidate to arrange the candidate's placement for sub-speciality training. If the deanery cannot accommodate entry of the trainee within 6-12 months of a requested date, then an alternative would be for the trainee to be placed in another deanery which had made a Grid post available that year.
Applying for Grid

What do I need to do before I apply?

RCPCH Trainees

When applying for Grid you will need to have the confirmation of eligibility form completed. This form needs to be completed by your deanery and confirms that you will be eligible for Grid training and they have no concerns regarding your training progress. We no longer require additional references when applying for Grid training.

EEA applicants/RCOA trainees

Please contact the RCPCH prior to applying, detailing your current status and our officers will confirm if you are eligible for Grid training. If you are eligible we will confirm what documentation you will need to provide to us when applying and also for interview.

How to apply?

All applications for paediatric specialty training are made via the NHS Oriel recruitment system.

- Applicants can access the system here https://www.oriel.nhs.uk/Web/Account/Login.
- Applicants are required to register on Oriel before they can submit an application.
- The RCPCH advises applicants to register on the application system well in advance of the application window opening on 8th September 2017.
- Applications close on 29th September 2017. It is recommended that applications are submitted at least 48 hours before the closing date to allow for any technical problems.
- Late applications will not be accepted under any circumstance.

N.B. Applicants must ensure their email address is current as all contact will be made using this address. Applicants are advised to regularly check their Oriel account throughout the application and interview process in addition to their email accounts for updates.

What criteria will my application be marked on?

Grid applications are marked by our shortlisters on the following areas:

- Professional Qualifications
- Clinical experience
- Audit
- Management experience
- Academic Achievements
- Publications
- Presentations/Posters
- Teaching
- Statement to Support Application
- Overall Excellence of Application

Applicants are recommended to review the Grid shortlisting proforma thoroughly when completing their application. This contains details of our marking scheme and what the maximum score is for each area.
What other information do I need to submit with my application?

Confirmation of eligibility form
When applying for Grid you will need to have the confirmation of eligibility form completed. This form needs to be completed by your deanery and confirms that you will be eligible for Grid training and they have no concerns regarding your training progress. We no longer require additional references when applying for Grid training.

The confirmation of eligibility form must be uploaded onto Oriel and also e-mailed to ntn.grid@rcpch.ac.uk. Any application submitted without a confirmation of eligibility form will be longlisted out of the process.

Pre-Approval of Level 3 training
If applicants wish to apply for pre-approved Level 3 training they will need to contact the appropriate CSAC chair in the first instance in order to have this approved. Applicants will need to attach the confirmation email from the CSAC chair to their application and email ntn.grid@rcpch.ac.uk.

Fitness to Practice Declarations
Applicants who have answered “YES” to any of the fitness to practice questions need to email fitness.topractise@rcpch.ac.uk with full written details, including dates and outcomes.

Applicants should indicate clearly which questions they have answered yes to within this correspondence. The e-mail should be marked as "CONFIDENTIAL”.

Please note that applicants do not need to disclose details of parking offences but other driving offences should be declared, excluding fixed penalty notices.

The RCPCH is obliged to forward any information related to Fitness to Practice disclosed by an applicant to a prospective employer or other relevant party at our discretion.

How do I complete my preferences?
For each sub-speciality in oriel applicants will be able to preference every post listed. The job descriptions will be available on the website containing the rotations for each post. As Grid posts are competitive we recommend that applicants preference all the posts available, if possible.

However, applicants should still consider their options carefully when submitting their preferences and if they are not willing to move to a particular region then they should not enter this as a preference.

A candidate will NOT be offered a programme they have NOT moved to the preference column on the preferences section of the application form.

Clearing sub-preferences
Please see Step 7 regarding how to complete your sub-preferences for clearing.
Application stages

Step 1. Longlisting

Once applications have closed, RCPCH staff will determine eligibility. This is based on the person specification and in conjunction with the 2018 confirmation of eligibility form uploaded and attached to each candidate’s application.

If further information is needed regarding eligibility we will contact the deanery directly for clarification.

Step 2. Shortlisting

All applications that have been successfully longlisted will go forward for shortlisting. Personal details and equality monitoring data are kept confidentially at RCPCH. Such details are removed from application forms before being sent to the shortlisting panel.

Panel Chairs and sub speciality panel members will then make an assessment as to whether a candidate has the essential attributes as outlined person specification to move to the next stage. The shortlisting panel will then use the shortlisting proforma which is based on the person specification to score candidates. Candidates will be ranked by their scores, not all candidates who meet the basic eligibility requirements will automatically be selected for interview as this will be determined by the number of appointments and the timescales for interviews.

The College will receive all shortlisting scores and decisions from the shortlisting panel. Successfully shortlisted candidates will be invited to attend for an interview by email. Unsuccessful candidates will be notified by email.

Step 3. Interviews

All interviews will be held at RCPCH, London unless otherwise specified. Interviews by telephone or video link are not permitted for the Grid recruitment process. All candidates, under whatever circumstances, must therefore attend their interview in person. No exceptions can be made for candidates not attending the interview in person i.e. adverse weather conditions, sickness on day of interview etc.

Interview dates for each sub-specialty will be confirmed and published on the RCPCH website as soon as possible. These dates are final, and candidates will not be able to be interviewed on other dates for their chosen sub-specialty.

Invitations to interviews will be e-mailed and will contain:

- Date and location of the interview - candidates will be able to choose and book the time of the interview through the application system, on a first come first served basis.
- Duration and structure of interview (this will include any details on presentations/tasks, portfolio requirements)

How the interviews are structured is at the discretion of the individual CSACs who will decide which assessment methods are appropriate for that sub-speciality. The majority of sub-specialties will count 25% of the shortlisting score towards the final total interview score.

The interview panel is comprised of:

- Chair of the panel, who is an external Paediatrician from another sub-specialty (this may be a Regional Advisor, Head of School, Programme Director etc.)
- The relevant sub-specialty CSAC chair
- Further consultants/CSAC members from the sub-specialty

A Lay Advisor will also be involved in the process for each sub-specialty on every day of interviews.
Travel Expenses
Grid candidates should apply to their current training Deaneries for reimbursement of travel expenses associated with Grid interviews. RCPCH has no budget or responsibility for travel expenses for Grid candidates.

Step 4. Interview Outcomes
After the interviews have been completed the panel will compile their scores for each candidate. Candidates must achieve a minimum of 60% in their final interview score to be found appointable.

It is possible for a panel to find an applicant who scores above 60% to be found “Not appointable” if serious concerns (for example patient safety issues) are raised during the interview process.

Any candidate marked with a serious concern will be discussed by the interview panel and Lay Advisor. They will review the interview scoresheets and make a decision whether the candidate is found appointable.

Candidates not deemed appointable by the panel, will not be ranked.

All candidates who have been interviewed will be contacted by RCPCH by email to be told if they have been successful or not from the 4th December 2017.

Step 5. Matching Process
Appointable candidates will be ranked in order of merit, with the candidate achieving the highest score ranked first, and so on. Once the final ranking has been confirmed, the RCPCH will complete the matching process using the candidate’s preferences submitted on the Oriel application system.

For all appointable candidates; offers will be based on firstly where the candidate is ranked and then the candidates preferences. E.g. the top ranked individual is matched to their first choice programme, the 2nd ranked candidate will then receive their highest ranked choice, unless it has already been filled and so on.

Successful candidates are only matched to programmes that the candidate submitted as a preference on the Oriel system. It is possible that a candidate’s preferences cannot be accommodated due to these already being filled by higher ranking candidates.

Step 6. Offers
Once offers have been released all candidates have 48 hours to accept, accept with upgrades or decline offers. If the candidate does not reply within the 48 hour period it will be assumed that the candidate is not accepting the post; the post will then be allocated to another candidate as an upgrade.

If the candidate decides to accept with upgrades, the candidate will have their offer automatically upgraded if a higher ranked preference becomes available.

When you have accepted the offer the deanery will be passed on this information in January and will contact you directly regarding your Grid placement.

Please note:

The offer of the Grid post does not constitute an offer of employment or conditional offer. All Grid appointments are subject to satisfactory pre-employment checks and programme availability. The RCPCH are within their rights to withdraw this offer at any time.

Posts will only be confirmed when an offer letter or employment contract detailing terms and conditions of employment is issued by the new employing Trust prior to start date.
Step 7. Clearing

The RCPCH will look to run a clearing round in each sub-specialty if there are unfilled posts left after the initial matching process:

- Clearing will commence from mid December/early January 2018 onwards.
- Applicants who have withdrawn from the process, declined offers or accepted offers are not eligible for clearing.
- The RCPCH will contact all eligible applicants via Oriel and ask them to submit their sub-preferences for the remaining available clearing posts.
- Applicants will be given a new national rank, again based on their total interview score.
- Clearing offers will be made starting with the highest ranking applicant and so on until all posts have been offered.
- There will be no holding or upgrading of clearing offers.
- Applicants will only have the option to either accept or decline an offer.
- If an applicant declines an offer in clearing, they will not be made another offer.
- Applicants will be given 48 hours (excluding weekends but not bank holidays) to respond to offers.
- As with all other offers, failure to respond will be treated as rejection and applicants will be removed from the process.

Step 8. After offers have been made

All stakeholders will be notified of the Grid results for their region after all offers have been made and accepted. The relevant deanery will contact successful trainees to confirm appointment and make the required arrangements for taking up the Grid position. Trainees relocating to a different region will receive a new NTN from their new Deanery.

If successful, it is the Grid trainee’s responsibility to resign from their current employment if necessary, to allow the required period of notice to be worked before commencing Grid training.

If a situation arises which means they are not able to start their Grid post as planned (e.g. maternity leave, OOP, withdrawal from Grid training), it is the trainee’s responsibility to contact the RCPCH AND their future employer(s) to inform them of this, at the earliest opportunity. For joint deanery programmes, the trainee should contact all of the involved deaneries to ensure everyone is aware of the change in circumstances.
Feedback Guidance

Candidates can request feedback on their application, irrespective of which stage in the process it reached. Although candidates can submit a request email for feedback at any time during the process, requests might not be dealt with until the end of the selection process in January 2018.

All feedback must be requested by e-mail by 1st March 2018. Feedback will not be provided beyond this date.

Feedback must be requested by e-mail to ntn.grid@rcpch.ac.uk

The e-mail MUST contain:

- Full name
- GMC number (if an applicant does not provide their GMC number then the feedback request will not be processed)
- Sub-specialty applied to
- What stage the applicant is requesting feedback for i.e. Shortlisting, interview etc.

Candidates can expect to receive the following feedback at each stage:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Feedback that will be received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Longlisting</td>
<td>- Eligibility criteria the application failed on</td>
</tr>
<tr>
<td>Feedback</td>
<td></td>
</tr>
<tr>
<td>Shortlisting</td>
<td>- Ranking in shortlisting</td>
</tr>
<tr>
<td>Feedback</td>
<td>- Total number of candidates invited to interview</td>
</tr>
<tr>
<td></td>
<td>- Scores received for each area of assessment</td>
</tr>
<tr>
<td></td>
<td>- Overall shortlisting score</td>
</tr>
<tr>
<td></td>
<td>- Threshold score for candidates invited to interview</td>
</tr>
<tr>
<td></td>
<td>- Total number of applications in sub-specialty</td>
</tr>
<tr>
<td>Interview Feedback</td>
<td>- Whether candidate was deemed appointable or not</td>
</tr>
<tr>
<td></td>
<td>- Ranking at interview</td>
</tr>
<tr>
<td></td>
<td>- Total number of candidates interviewed</td>
</tr>
<tr>
<td></td>
<td>- Scores received for each area of assessment</td>
</tr>
<tr>
<td></td>
<td>- Overall interview score</td>
</tr>
</tbody>
</table>

It is at the CSAC’s discretion to provide any further verbal or written feedback directly to the candidate. Candidates can request this through ntn.grid@rcpch.ac.uk and the College will contact the appropriate CSAC chair.

Interview score sheets will be made available to the appropriate CSAC upon request to enable thorough delivery of feedback. Panel member names will not be made available to applicants at any stage of this process.
The Royal College of Paediatrics & Child Health Complaints Policy for the NTN Grid

1. The Grid process aims to be fair, transparent and free from discrimination. Final decisions will be made in accordance with relevant College and national policies, employment legislation and statutory procedures.

2. It is inevitable that some applicants, having been unsuccessful in their application for matching, will naturally feel disappointed with the outcome of the recruitment and selection process.

3. In a process with tight deadlines and high volume, sometimes errors or failings can occur in process or procedure or in the way decisions are made. This complaints procedure provides a mechanism through which complaints can be investigated, responded to and where necessary provided with a remedy.

4. All applicants’ privacy and confidentiality will be respected, balanced with the need for an open and fair investigation and for the outcome of the investigation to be reported appropriately. Complaints will be shared with others who have been involved with the recruitment and selection process, as necessary e.g. College staff, shortlisting/interview panel members. The intention is both to protect the applicant’s privacy and to protect those involved with the complaints.

What can I complain about?

5. There are two grounds for complaint:

   a) You have evidence that your application form or other documents required to meet deadlines within the recruitment and selection process were submitted in time and dispute that you did not meet deadlines or other published requirements;
      or

   b) You have evidence that processes or procedures have not been followed fairly, or the objectivity of decisions is called into question resulting in a major adverse effect.

What is excluded from the complaints process?

6. Grid matching is highly competitive and operates within tight time constraints and national legislation. Therefore applicants cannot register a complaint because they:

   a) Disagree with the principle of the process, its outcomes or judgements that have been made by the short listing or interview panels;

   b) Allege unfairness of practice and process but do not supply evidence to substantiate your allegation;

   c) Were judged insufficiently strong to merit competitive appointment to a training post: making a direct inference of bias on the basis of your ranking in shortlisting or interview;

   d) Wish to appeal against any decisions the College is obliged to take to remain within appropriate employment law.

Complaints process

Before raising a complaint please ensure it meets the criteria in 6a and 6b. An applicant will need to provide details of the post(s) they applied for during the Grid recruitment process, and full evidence and detail of the complaint that they wish to be investigated. If this information is not provided, the complaint cannot be investigated.
Complaints should be submitted to grid.appeals@rcpch.ac.uk. The final date for submission of complaints is 26th January 2018. This date requires applicants to make a complaint within three weeks of the closing of the recruitment window. Any complaints submitted after this date will not be investigated.

The College will acknowledge receipt of any complaint within seven working days. A senior manager within the Education & Training Division will be appointed to determine whether your complaint is upheld or not.

The RCPCH aims to investigate and respond to all complaints within 30 working days of the initial acknowledgement. The College will write to the applicant and explain the reasons if this is not possible or why it cannot be investigated as it falls within the criteria of paragraph 6.

Where the College has upheld a complaint and proposes a remedy, a Senior Manager and relevant officers for Recruitment will contact you about this remedy.

**Complaints decisions**

If a complaint is not upheld, an applicant may submit an Appeal to grid.appeals@rcpch.ac.uk within 20 working days of receiving the response to the initial complaint. Applicants cannot simply appeal because they disagree with the earlier decision, restate their complaint in a similar way or provide evidence which was previously available but not disclosed.

7. The only grounds on which an applicant can appeal are:

   a) New evidence has come to light, which was previously unavailable;

   b) There is evidence that the College misunderstood, or did not consider the initial complaint fairly and/or fully.

   Evidence to substantiate the basis for the Appeal must be clearly provided.

8. The College will acknowledge an appeal and the Vice President of Training and Assessment (or nominated deputy) will review the documentation provided and will confirm whether sufficient grounds have been provided for the appeals process, within ten working days of its receipt.

9. If evidence is sufficient to meet the appeals process, the Vice President of Training and Assessment (or nominated deputy) will review all the evidence provided together with two advisers, one of whom will normally be a Human Resources professional. Neither adviser will have had any involvement with the Grid process which forms the basis of the complaint. The applicant will then be advised of the outcome of their appeal within 30 working days of confirming that the Appeal can proceed.

10. Where the College has upheld an Appeal and proposes a remedy, the applicant will be contacted about this remedy.

11. An applicant can withdraw their complaint at any stage in the process, by writing to grid.appeals@rcpch.ac.uk