

## **Conflict of Interest Policy**

### **Responsibilities of Centre Assessors and internal Quality Assurers.**

Members of staff are expected to perform assessment and internal quality assurance duties impartially, in accordance with specified procedures and make decisions based solely on the circumstances of cases.

Consequently, if a member of staff finds themselves in a position where motives could be questioned, they must declare any relationship that could be seen as affecting their judgment.

A full declaration should be provided in writing to the Director of Operations.

There is no definitive list of specific persons or relationships that could give rise to possible conflict of interest within the centre. Reliance must be placed on the judgment of individual members of staff as to what might be seen as Conflict of Interest by any third party and it is therefore appropriate for the Head of Centre to give guidance.

Relationships that should be declared are recommended to include

- relatives including relatives by marriage
- personal friends and neighbours
- the children of friends and neighbours
- colleagues or former colleagues

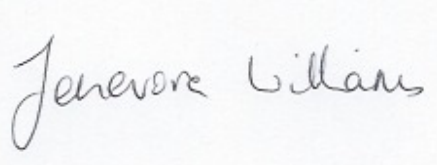
### **The responsibilities of the centre.**

Where a conflict of interest has been declared by a member of staff the centre will

- require the member of staff to complete a written declaration stating the involved and their relationship to the .
- ensure all assessment and internal verification of the student's work is undertaken by a separate member of staff
- ensure assessment records for the student are audited by the head of centre prior to certification.

Date: 28.03.2025

This policy will be reviewed every 24 months by



Jenevone Williams