

# Conflict of Interest POLICY



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Acculearn Training Limited

T/A

Cranbrook College

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**Reviewed:** May 2019

## Potential Conflict of Interest in Assessment and IV Policy

The Centre will take all necessary steps to avoid a conflict of interest where any part of an Assessment of a Learner (including by way of moderation) is undertaken by a person who has a personal interest in the outcome of that Assessment.

A potential conflict of interest may arise where: -

- Friends or relatives of Centre staff or managers are enrolled as Learners at the Centre
- Friends or relatives of Assessors / Internal Verifiers / Internal Quality Assurers used by the Centre are enrolled as Learners at the Centre
- Learners enrolled at the Centre are employed in any capacity

The Centre requires all managers, staff, assessors, internal verifiers and internal quality assurers, overseas representatives, consultants and any other associates of the Centre to declare any potential conflicts of interest in connection with their work for the Centre and CILEx. A declaration form is provided at the end of this document and will be presented at the beginning of any association with the Centre and at all staff Inductions.

It is the responsibility of all those required to make a Declaration to update his/her Declaration of Interest Form should changes in circumstances or new conflicts of interest arise.

Centre managers, staff, assessors, internal verifiers and internal quality assurers should not be involved in any actions or decisions in relation to a Learner's Assessment with which they have a personal interest. Any such interests should be declared at the earliest opportunity following which the Centre manager, staff, assessor, internal verifier or internal quality assurer should withdraw from any subsequent action, decision or involvement in the Assessment process until authorised to continue by the Centre Manager.

### CONFLICT OF INTEREST DECLARATION:

I hereby certify that I have read and understood the Centre Conflict of Interest policy and I accept my responsibility to report to the Head of Centre any potential conflict of interest which I believe may contravene or act against the interests of this policy.

Signature:

Name:

Position:

Organisation:

Date:

To be completed by the Declarer

Date of Disclosure	Potential Conflict of Interest
1.	
2.	
3.	

To be completed by the Head of Centre

Actual or Potential Adverse Effect	Mitigating Action
1.	
2.	
3.	