# Conflict of Interest (Apprenticeships) Policy and Disclosure Form

**DIGITAL AND TECHNOLOGY SOLUTIONS PROFESSIONAL**

**(INTEGRATED DEGREE)**

This document details Solent University’s policy towards conflict of interest within the End Point Assessment of an Integrated Apprenticeship Standard. Solent University’s Conflict of Interest Policy is detailed below. A potential or actual conflict of interest exists when the Apprentice and their employer are known to the Assessor and/or the Assessor has a known interest (business or otherwise) in the Apprentice’s company.

The following should be signed and declared accordingly:

# APPRENTICE

Name:

Company:

Date:

Delete as appropriate:

☐ I have a known conflict of interest

This is……………………………………………………………………………………………………………………………………..

Or

☐ I have no conflict of interest to report.

I agree that I have knowledge/no knowledge of the Assessor **-------------** undertaking this End Point Assessment

I hereby certify that the information set forth above is true and complete to the best of my knowledge Signed: ………………………………………………………..

# EMPLOYER LINE MANAGER IN ATTENDANCE AT EPA

# Name:

# Company:

# Date:

# Delete as appropriate:

# ☐ I have a known conflict of interest.

# This is……………………………………………………………………………………………………..……………………..

# Or

# ☐ I have no conflict of interest to report.

# I agree that I have knowledge/no knowledge of the Assessor …………………… undertaking this End Point Assessment

# I hereby certify that the information set forth above is true and complete to the best of my knowledge Signed: ……………………………………………………..

# ASSESSOR IN ATTENDANCE AT EPA

Name:

Position:

Company:

Date:

Delete as appropriate: I agree that I have no knowledge of the Apprentice, Line Manager or involvement with the Company concerned

Signed:………………………………………………………..

# Conflict of Interest (Apprenticeships) Policy

INTRODUCTION

1. As an end point assessment organisation Solent University is required to have in place a conflict-of-interest policy. This policy is to enable the University to identify, manage and mitigate conflicts of interest. All staff, consultants and partners organisations have a responsibility to be aware of the potential for a conflict of interest.

# PURPOSE

2. The purpose of this policy is to protect Solent’s integrity as an organisation and the integrity of our qualifications. The policy is also designed to protect our staff by providing guidance on handling possible conflicts of interest that may arise as a result of the University’s role as a Training Provider and End Point Assessment Organisation.

3. This policy:

1. defines what is meant by conflict of interest;
2. describes the role of conflict of interest in the context of working with, or for, an end point assessment organisation; and
3. sets out the responsibilities for managing conflicts of interest.

SCOPE OF POLICY

4. This policy applies to all individuals who interact or potentially interact with the work of Solent as an end point assessment organisation. This includes all apprentices and staff (including, site or contractual staff) who are involved in the design, delivery, management, assessment and quality assurance of Solent University End-Point Assessment (EPA).

# DEFINITION OF CONFLICT OF INTEREST

5. A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions if it is not properly managed.

6. Conflicts of interest can arise in a variety of circumstances and may include for example

1. Where the organisation is involved in both the End Point Assessment and the onprogramme delivery.
2. Where an individual may be employed in one organisation involved in End Point Assessment and has links with and/or is employed in the same organisation as the apprentice. iii. An individual involved in End Point Assessment has a prior link with the apprentice or their employer or has friends or family involved in delivery at the University. iv. An individual involved in End Point Assessment may be working for an organisation that is in direct competition with Solent.

# PRINCIPLES

7. As an end point assessment organisation, the University will:

1. Review our processes annually to ensure that all conflicts of interest or potential conflicts of interest are managed and resolved.
2. Ensure that the contractual arrangements with our assessment consultants clearly set out any obligations on them to manage conflicts of interest arising from other activities that they undertake.
3. Ensure that anyone who has access to confidential assessment material for a qualification is not permitted to deliver or be present at training events on that qualification.
4. Ensure that individuals who have previously trained, managed or assessed an apprenticeship will not be involved in the development of test items or assessment instruments, or the delivery of EPA, for the same individual or group of apprentices.
5. Ensure that all members of staff declare any interest for friends or family who may be an apprentice on a University programme.
6. Ensure there is independence between on-programme training and end point assessment for the same group of apprentices for the same standard.

# ACKNOWLEDGING A CONFLICT OF INTEREST

8. If a conflict of interest arises or an individual anticipates that it might arise, they need to let the relevant Head of Subject know. We will work to take steps to minimise any risks and resolve the issue or escalate it if this is not possible.

# MANAGING CONFLICT

9. Any conflict of interest should be declared and recorded at least annually and these should be reviewed, maintained and evaluated. Where further action is needed as a result of a declaration, this is documented and managed; accordingly, this may include removing the individual from any involvement in EPA.

10. Deans of Schools are responsible for communicating the Conflict of Interest Policy to all relevant individuals within their areas of responsibility annually and are required to review their procedures annually to ensure that they anticipate and manage potential or actual conflicts of interest.

11. Management meetings are required to give appropriate attention to potential or actual conflicts of interest. Any potential or actual conflict of interest must be documented, and the issue must either be resolved or, for issues that cannot be resolved at this level, reported to the Head of Quality Management. All records are required to be available for audit purposes.