

CONFLICT OF INTEREST POLICY FOR APPRENTICESHIP END POINT ASSESSMENT

Introduction

1. The University of Suffolk, as an apprenticeship End Point Assessment Organisation, is required to deliver an independent, objective assessment of the knowledge, skills and behaviours set out in the relevant Apprenticeship Standard, thereby ensuring the integrity of the apprenticeship programme and the associated apprenticeship award. This includes ensuring that there is a clear separation between apprenticeship programme delivery and the conduct of End Point Assessment (EPA).
2. This policy is designed to enable the University to identify, manage and mitigate any conflicts of interest, both perceived and actual, when engaging individuals in apprenticeship programme delivery and in the development, administration, delivery and marking EPA.
3. The implementation of this policy is facilitated by the provision of training and/or guidance for all individuals involved in the apprenticeship EPA process, so that they are able to recognise and effectively manage any possible conflicts of interest (be they perceived or actual) that may arise. Individuals involved in EPA are responsible for ensuring that they are familiar with this policy and any associated guidance, and that they participate in any training offered.

Definitions

4. A conflict of interest is defined as a situation in which the University, or an individual employed by the University to participate in the EPA process, has competing interests or loyalties. If not properly managed, the conflict of interest may adversely affect their judgement or influence their objectivity when making decisions.
5. There can be situations in which the appearance of conflict of interest is present even when no conflict actually exists. It is therefore important for the University and all individuals involved in EPA to carefully consider how a potential conflict of interest might be perceived by others, and to declare any possible perceived conflict.
6. Examples of actual or perceived conflicts of interest include (but are not confined to) engaging an individual to contribute to the EPA process who:
 - is currently involved in apprenticeship programme delivery and/or on-programme assessment, or has previously been involved in apprenticeship programme delivery and/or

