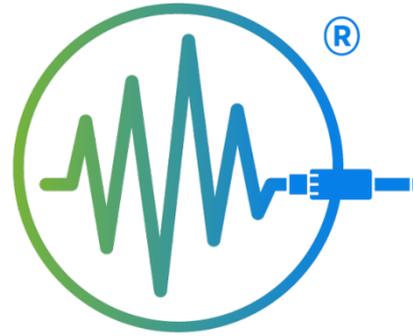


LISA LASHES
SCHOOL of
MUSIC



IN ASSOCIATION WITH PTS TRAINING ACADEMY

Conflict of Interest Policy

Purpose

The purpose of this policy is to set out the guidelines and procedures for identifying, monitoring and managing actual, perceived and potential conflicts of interest relating to End Point Assessment (EPA) of Apprentices. This policy applies to all individuals undertaking End Point Assessments on behalf of the Lisa Lashes School of Music

This Conflict of Interest Policy is in place to ensure that all End Point Assessments are undertaken in such a way as to ensure that no party who has been involved in the delivery can make the sole decision on competence, in order to deliver an impartial result.

Definition

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties, or there is the potential for this situation to arise. Whilst it is not possible to provide a definitive list of examples of conflict of interest Lisa Lashes School of Music will not engage in any activity that could potentially lead the organisation to act against the specific requirements of the ESFA Register of Apprentice Assessment Organisations.

For example, actual, potential or perceived conflicts of interest could include:

- LLSOM End Point Assessors being involved in both the EPA and the on-programme delivery of a standard.
- Staff or associates employed by LLSOM having links with and/or being employed by the same organisation as the apprentice or the organisation undertaking the on-programme delivery. Links could include family members studying at or employed by the apprenticeship provider or a transactional link (in money or reciprocal in kind).
- Staff or associates employed by LLSOM to undertake EPA having a close relationship with a learner or learners' family whilst being involved in decisions about the outcome of their accreditation or qualification, for example, they may have friends or relatives involved in apprenticeship delivery.
- Staff or associates employed by LLSOM to undertake EPA also working for an organisation that is in direct competition with the on-programme delivery organisation.

Scope

This policy applies to all and key stakeholders engaged with the End Point Assessment activities on behalf of LLSOM and any person who can influence the outcomes of End Point Assessment, for example, employers, LLSOM staff and associates.

Recognising Conflicts

LLSOM will take all reasonable steps to avoid any part of the End Point Assessment of an Apprentice being undertaken by any person who has a vested interest in the result of the End Point Assessment.

On appointment, all LLSOM employees and associates are required to complete a Declaration of Interest form. LLSOM recognises that it is not always possible to pre-empt when a conflict of interest is likely to arise, therefore our Conflict of Interest policy contains mechanisms for identifying and reporting actual, perceived and potential conflicts of interest before, during and after End Point Assessment activities. To this end, we will institute regular review processes for conflicts of interest, for example, each time a new employer selects LLSOM as its EPAO.

All LLSOM End Point Assessors will be required to attend an EPA Induction Day. This will detail their role in the EPA process including protocols on conducting an EPA delivery and will also include Conflict of Interest training.

Managing Conflicts

In most cases, it is envisaged that simple measures will be enough to manage conflicts of interest. It may be that the activity can be managed differently so that conflicts of interest are avoided. In other cases, a simple undertaking by an individual to prioritise the interests of LLSOM will be all that is required.

Only in extreme circumstances where the conflict of interest may be so fundamental and unmanageable, will an individual be prevented from undertaking specific activities.

Responsibilities

All relevant staff and other individuals representing LLSOM have a responsibility to be aware of the potential for a conflict of interest and to recognise and report any potential or existing conflict promptly whether that be related to themselves, or others.

Any conflicts of interest perceived or otherwise, will be declared to the Head of Centre. The Head of Centre will either deal directly with the conflict or allocate responsibility to a nominated individual who is completely independent of the declared conflict.

Monitoring

The policy will be reviewed annually, to ensure that it is fit for purpose and that it continues to reflect the types of conflicts that may arise and how those conflicts are managed.

Recording Procedure

All declarations of a conflict of interest will be recorded in a Conflict of Interest Log. In many cases this will suffice. In some instances, however, the information declared in the log will require some follow up action in order for the conflict of interest to be managed appropriately. The approach agreed between the Head of Centre and the individual declaring the conflict will be documented and held with the Conflict of Interest Log.

Date: 21st May 2020

Name: Lisa Rose-Wyatt

Signature: *Lisa RoseWyatt*

Position: CEO at Lisa Lashes School of Music

Policy renewal date:

January 2021