

UNIVERSITY OF BUCKINGHAM

CONFLICT OF INTEREST POLICY

FOR INTEGRATED APPRENTICESHIP END-POINT ASSESSMENT

INTRODUCTION

With respect to providing Apprenticeship End-Point Assessment the University of Buckingham is required to deliver an independent, objective assessment of the knowledge skills and behaviour set out in the apprenticeship Standard, for every apprentice.

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For our partners, this policy supports compliance with contracts. It does not replace any of the requirements contained within a contract. Non-adherence to the University's EPA policies may constitute maladministration, malpractice and / or a breach of a contract.

POLICY PRINCIPLES

The University of Buckingham when acting 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. This is intended to ensure the integrity of Apprenticeship delivery and the achievement of the associated Apprenticeship award and any component qualifications.

This includes ensuring that there is a clear separation between apprenticeship programme delivery and the undertaking of and conduct of the End Point Assessment process. This applies to all scenarios including where the University delivers or validates Higher and Degree Level Apprenticeships with integrated End-Point Assessment.

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 of EPA.

The implementation of this policy is facilitated by the provision of training and/or guidance for all

8) 10007787 UoB EPA Conflict of Interest Policy

- Is working for an organisation that is in direct competition with the University;
- Might derive personal or business gain from the outcome of the assessment;
- As any other interest(s) that may compromise their assessment decisions.

RESPONSIBILITIES OF THE UNIVERSITY

As an End Point Assessment Organisation, the University will:

- Ensure that there is a clear separation between apprenticeship programme delivery and the conduct of EPA, including ensuring that those involved in EPA are not also involved in, nor responsible for any on-programme delivery, line-management or on-programme assessment of the same apprentices;
- Ensure that any involvement in the advice, support or training of the apprentice or apprenticeship programmes provided by the University does not conflict with the independence of the EPA process;
- Ensure that anyone involved in the EPA process is free from any conflicts of interest that could adversely affect their judgement or objectivity in administering and undertaking robust and consistent EPA (in line with the requirements set out in the Assessment Plan for the Apprenticeship Standard);
- Ensure that the contractual arrangements with those involved in EPA clearly set out the individual's obligation to declare any actual or perceived conflict of interest;
- Review processes for the conduct of EPA and the identification and management of actual or perceived conflicts of interest at least annually, under the oversight of the relevant Quality and Standards Committee;
- Ensure that anyone who has access to confidential assessment material associated with EPA (including those contributing to the development, administration and marking of assessments) is independent of the apprentice;
- Ensure that all members of staff declare any interest for colleagues, friends or relatives.

