

## Conflicts of Interest End Point Assessment Policy

### Introduction

The over-arching goal of iPET Network is to provide a robust, fair, and consistent end-point assessment that reflects the apprentice's competence. iPET Network will ensure that IEPAs are clear on what is defined as a conflict of interest and the procedure to follow.

### Purpose

The purpose of this policy is to provide guidance on mitigating and managing any declared conflicts of interest regards the EPA process to ensure the integrity of iPET Network EPAO and ensure the apprentice is not disadvantaged in any way.

It is a condition of the person acting in the role of an IEPA to declare any actual/potential/alleged/perceived conflicts by completing the Conflict-of-Interest Disclosure Form at the earliest possible time regarding any aspect of their role.

### Definitions of conflicts-of-interest

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties.

A conflict of interest can occur in a variety of circumstances and situations, examples of potential conflicts are -

- A training provider could compromise or appear to compromise the IEPA overall decision or grading of the said apprentice.
- A IEPA could be linked to both the training provider and iPET Network EPAO
- There could be a personal relationship between the apprentice and the IEPA
- When an individual has a position of authority in one organisation that conflicts with his or her interests in another organisation

### Conflicts of interest principles

As an End Point Assessment Centre,

iPET Network will:

- Review our processes annually to ensure that all conflicts of interest or potential conflicts of interest are managed and resolved
- Ensure that the contractual arrangements with our staff clearly set out any obligations on them to manage and declare conflicts of interest arising from other activities that they undertake
- 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.
- Ensure that clear arrangements are in place to prevent the conflict of interest in relation to the development of assessment activities such as question banks, and the administration and marking of those tests.
- Ensure that all members of staff declare any conflicts of interest regards friends or family that have an upcoming End Point Assessment.

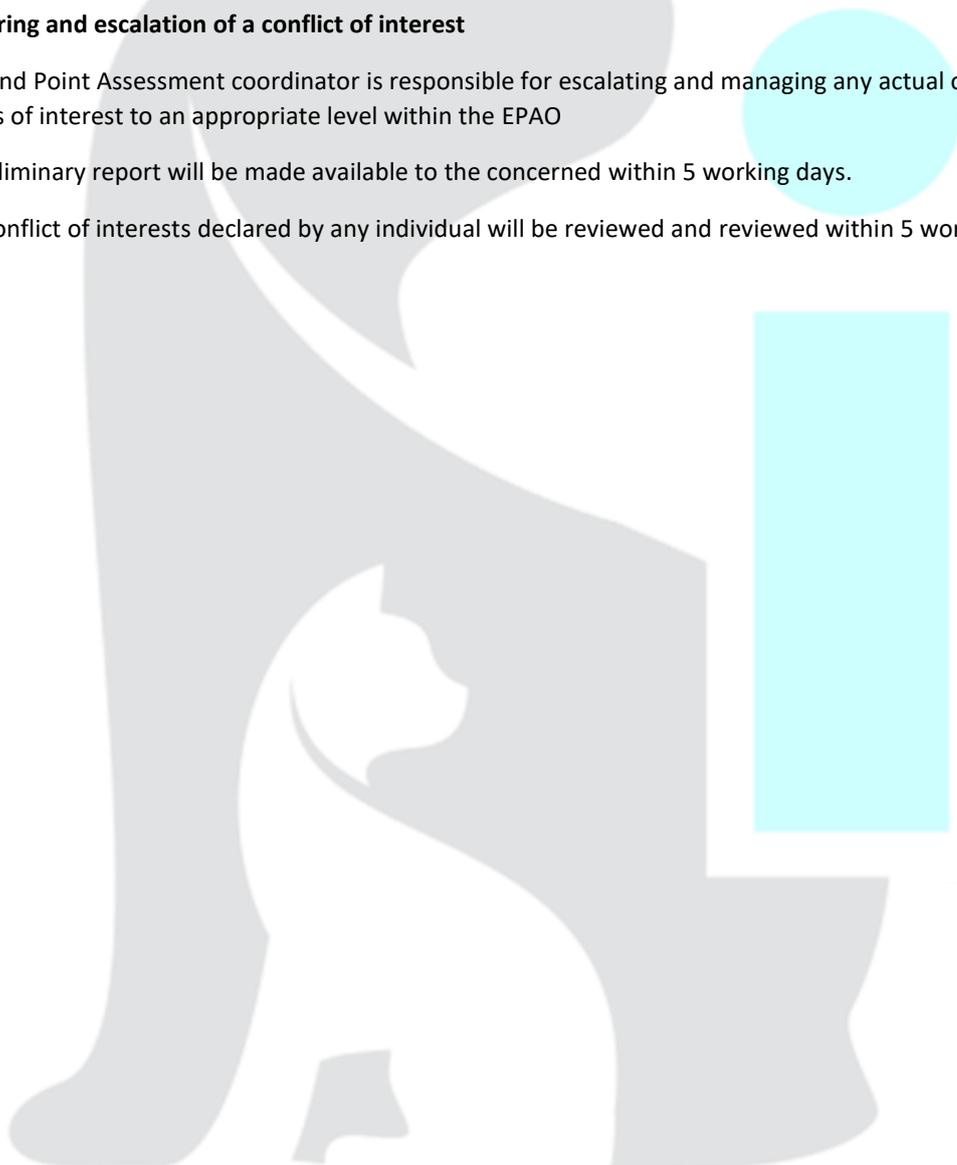
- Ensure that where any conflict of interest declared has an impact on the individual's role as an End Point Assessor, action taken may include removing that individual from any involvement in End Point Assessment or alternatively, referring their assessment decisions to another End Point Assessor without a conflict of interest.

### **Responsibility**

The ultimate responsibility for the conflict-of-interest policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the Lead End Point Assessor

### **Monitoring and escalation of a conflict of interest**

- The End Point Assessment coordinator is responsible for escalating and managing any actual or potential conflicts of interest to an appropriate level within the EPAO
- A preliminary report will be made available to the concerned within 5 working days.
- Any conflict of interests declared by any individual will be reviewed and reviewed within 5 working days.



## 8. Contact

If you have any queries regarding the contents of this policy, please contact:

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### Document Control

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