

EPA – Conflict of Interest Policy

Purpose

This policy is required because LWB Training provides both apprenticeship training and end-point assessment. There are clear requirements that the same organisation and/or individuals cannot be involved in both aspects of these for the same apprentice. This policy details how LWB Training will ensure there are no conflicts of interest and how to deal with any that may arise (e.g. when a staff member is recruited from another training organisation).

Responsibilities

The director will be responsible for ensuring that there are no organisational conflicts of interest. As LWB Training provides training for apprentices, all staff will be trained to differentiate between the two provisions. All EPA activity will be carried out according to EPA policies, strategies and procedures.

The director will also ensure that all record systems, including financial records, for EPA are kept separate from other records, so that EPA can be reported on independently from LWB Training's other activities.

The Apprenticeship Manager will be responsible for reviewing all potential conflicts of interest and ensuring that conflict of interest declarations are completed in line with the details of this policy by all relevant staff members.

The Apprenticeship Manager will deal with any conflict of interest that arises during end-point assessment. This will involve replacing the end-point assessor with another assessor where possible. If there are extenuating circumstances, e.g. the apprentice raises a potential conflict of interest after part of the EPA has occurred, the assessment decisions will be referred to another end-point assessor who has no conflict of interest.

All staff members have responsibility to:

- Complete a conflict of interest declaration when they begin work with LWB training
- Complete an updated conflict of interest declaration whenever there is a change that could create a conflict
- Complete an updated conflict of interest declaration on an annual basis
- Raise any concerns about potential conflicts of interest with the Apprenticeship Manager
- Confirm that they have no conflict of interest with each apprentice when they are assigned the end-point assessment role
- Contact the Apprenticeship Manager / director if a conflict of interest is identified during any end-point assessment activity

Potential end-point assessor conflicts

Every staff member must declare the following potential conflicts of interest:

- They have been involved in any aspect of training the apprentice – including on-programme delivery, line management, working in the same team or any form of assessment of the apprentice
- They previously worked for the employer of the apprentice or another training provider
- They have other employment with the employer of the apprentice or another training provider
- The apprentice is a friend or relative
- They have friends or relatives involved with training or employing the apprentice
- Any other relationship that may create a conflict of interest

At no time will LWB Training request that an employee be involved with both training and assessment of any apprentice. Any apprentices trained by LWB Training will not be accepted for assessment by LWB Training. Instead, employers will be informed of the conflict of interest and that another EPA provider must be found. We will seek to avoid this arising by making clear to employers at every opportunity (e.g. on initial enquiries, when booking training or when EPA is due to be booked) that LWB Training cannot provide the EPA when we have provided the training.

Potential employer / training provider conflicts of interest

The end-point assessment may be conducted at the premises of the apprentice's employer or training provider. If this occurs, the end-point assessor is responsible for ensuring that the apprentice is assessed without any interference, assistance or other involvement of the employer or training provider.

If there are any issues with this, the end-point assessor will explain the need for independence and for the apprentice to be assessed based on their own ability. Should there be any issue with this, the end-point assessment will be suspended while the assessor contacts the Apprenticeship Manager or director.

The Apprenticeship Manager or director will consider the situation and advise appropriate action to ensure the integrity of the assessment.

Where the apprentice requires support to complete the assessment, due to disability or other exceptional factor, this must have been discussed and agreed before the assessment is booked to take place in line with LWB Training's Special Arrangements and Considerations Policy.

Question banks

The content of question banks will be agreed and authorised by:

- The director
- The Apprenticeship Manager

This will prevent any one individual from both authorising the questions and being solely responsible for marking them.

Contractual issues

This policy will form part of the conditions of any employee of LWB Training. If a conflict of interest is not declared and then comes to light, this will be cause for disciplinary action.

Follow-up action

If a conflict of interest causes any doubt about the integrity of the assessment, LWB Training will take appropriate action to rectify the situation. Depending on the circumstances, this may be:

- Organising a re-assessment
- Notifying the Institute for Apprenticeships
- Organising for another end-point assessment organisation to take over

Conflict of Interest Declaration

Complete this declaration, even if there is no conflict to disclose. This form must be completed annually.

Name	
Role	
Date of declaration	

Do you have any other current employment? YES / NO

If yes, please provide details of the employer, your role and how long you have worked there.

In the last 2 years, have you been employed in an organisation that employed, trained or had any other involvement with apprentices? YES / NO

If yes, please provide details of the organisation, your role and how long you worked there.

Do you know, in any way, any apprentice for whom you have been asked to conduct an end-point assessment? YES / NO

If yes, state the name of the apprentice and the capacity in which you know them.

Are there any other conflicts of interest you should declare? YES / NO

Please provide details.

I declare that I have provided all details requested on this form.

I declare that I have read the EPA Conflict of Interest Policy and have declared any potential conflicts of interest.

I declare that I will notify my line manager of any conflict of interest that arises in the future.

I understand that failure to declare a conflict of interest is in breach of the terms of my employment contract and may lead to disciplinary action.

Signed:

Name:

Date: