

# CONFLICT OF INTEREST POLICY

Policy Group: Quality and Curriculum

Effective: May 19

Approved: Louise Clough, Director of People

Responsible officer: Gail Crossman Director of  
Performance and Development

Next renew due: May 20

Ref no.: 4.8

# GUIDANCE

Values | Vision | Tone of Voice



## Vision

Transforming lives through learning

## Tone of voice

Our tone of voice takes its direct influence from our core values.

We are passionate about people and learners and are driven to get the best out of everyone by getting to understand them. We are caring and supportive, as well as being determined and strive for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

## SUMMARY CHANGES

Date	Page	Details of amendments

## Reason for policy:

To establish and manage conflicts of interest where a person may have a close relationship or be a family member.

## Applies to:

All employees, stakeholders and associates of Learning Curve Group

## Policy

### Observation and Assessment

In the event of any family members working for Learning Curve Group they will not be allowed to assess and/or internally quality assure one another, nor act as an invigilator for any examinations they may sit.

A learner undertaking a qualification with Learning Curve Group will not be assessed by a family member. Also, internal quality assurance of assessments for the said learner will not be undertaken by a family member

Where an apprenticeship learner works for a friend or relative, they will not be allowed to give witness statements, assess and/or internally quality assure one another, nor act as invigilator for any examinations they may need to undertake.

### Learners and examinations

- No person who has taught any of the candidates in the examination subject may act as the sole invigilator.
- No relative of, or person directly interested in a candidate may invigilate an examination when this candidate is present.

### Goods and Services

- No employee or associate of Learning Curve Group should procure goods or services where he or she also has an interest in the activity of the other party without approval of the Chief Executive Officer or Chief Financial Officer.

### Company Sensitive Information

- As outlined in the employee contract of Employment and associate SLA you must adhere to the confidentiality clause which clearly states that in order to protect the business you must not disclose any confidential information discussed in the course of your duties.
- Sharing company sensitive information to external sources that could be used by others to obtain a competitive advantage.

### Subcontracting Arrangements

- All potential subcontractors should declare any conflict of interest as part of the companies' due diligence process.

- On receipt of this information Learning Curve Group will review the declaration and make a decision on how to proceed.
- Subcontracting arrangements where there is a declared conflict will be managed in a way that will ensure the relevant parties are not included in the decision making and monitoring.

#### IV. Related Documents:

Procurement policy and procedure

Teaching, learning and assessment handbook

Moderation handbook

Observation handbook

Recruitment policy

