



# Institute of Animal Technology

## Apprenticeship End Point Assessments: Conflict of Interest Policy

### **1. Introduction and purpose**

1.1 This policy applies to the Healthcare Science Apprenticeship End Point Assessments (EPA) provided by the Institute of Animal Technology - henceforth referred to as The IAT.

1.2 The principle purpose of this policy is to protect the interests of the apprentices taking the EPA provided by The IAT and the integrity of The IAT as the provider of the assessment.

1.3 The policy will enable The IAT, as the provider of the EPA, to identify, manage and mitigate any conflicts of interest, both actual and perceived, when engaging staff and contributors for the development, administration, delivery and marking of the EPA elements.

1.4 The policy will be facilitated by training and guidance for all IAT staff, EPA contributors and relevant others on recognising and managing possible conflicts of interest, be they perceived or actual, that may arise in circumstances such as those detailed below.

### **2. Scope of policy**

2.1 This policy applies to:

- a) All those involved in the development, administration, delivery and marking of the apprenticeship EPA including staff and contributors.
- b) Any IAT staff or stakeholders involved in other IAT business that may lead to a conflict of interest such as advice, support and guidance offered to apprentices, providers or employers on the education and training of the apprentice leading to the EPA.
- c) Anyone else involved with The IAT in any activity from which there is potential for conflicts of interest with The IAT as a provider of the EPA.

### **3. Definition of conflict of interest**

3.1 A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. The conflict of interest may adversely affect their judgement or influence their objectivity when making decisions if it is not properly managed.

3.2 Conflicts of interest may arise when an individual is engaged to contribute to the EPA and:

- Is directly involved in the apprentice's programme of learning or assessments;
- Is not directly involved in the apprentice's programme but is employed by an organisation with an interest in their apprentice's completion of a programme;
- Line-manages the apprentice;
- Has friends or relatives taking the apprenticeship programme to which the EPA is aligned.

3.3 Conflicts of interest can arise in a variety of circumstances relating to The IAT's activities, for example (but not exclusively):

- Where The IAT is involved in an advisory function for the programme and is also delivering the end point assessment;
- When an individual has a position of authority with The IAT that conflicts with their interests or responsibilities in another organisation;
- When an individual has interests that conflict with their professional position;
- Where someone works for or carries out work on The IAT's behalf, but may have personal interests – paid or unpaid – in another business which either uses the services/products of The IAT, or produces similar products;
- Where someone works for or carries out work on The IAT's behalf and has colleagues, friends or relatives taking an end point assessment provided by The IAT e.g. an apprentice employed at the same workplace as an EPA assessor engaged by The IAT.

### **4. Principles for management**

4.1 The IAT's board members will ensure that:

- Processes and procedures are in place that enable the policy to be enacted and managed;
- All conflicts of interest are reviewed fairly and objectively;
- Any involvement in the advice, support or training of the apprentice or apprenticeship programmes provided by The IAT does not conflict with the independence of The IAT's end point assessment unit and its processes;
- The contractual arrangements with contributors to the EPA clearly set out any obligations on them to declare and manage conflicts of interest arising from other activities undertaken;
- Anyone who has access to confidential assessment material for the EPA is independent of the apprentice, their training and their employer;
- All members of The IAT's staff declare any interest regarding friends or family taking the apprenticeship programme and associated EPA;
- The policy and processes associated with it are regularly reviewed for fitness for purpose.



## **5. Register**

5.1 The IAT's Board of Education will maintain a register of its members appropriately updated with details of any conflicts of interest declared by the members in order to ensure independence when selecting individuals for the development, administration, delivery and marking of the EPA.

## **6. Management process**

6.1 The IAT's Board of Education will be responsible for ensuring that all within the scope of this policy are aware of the requirements of the Conflicts of Interest Policy.

6.2 All IAT Board of Education members will be supported to recognise and report any potential or actual conflicts of interest.

6.3 Any identified potential or actual conflict of interest will be documented and passed to The IAT's Apprenticeship Lead (currently the Educational Business Development Executive), to either resolve the issue or, for issues that cannot be resolved at this level, escalate the issue to The IAT's Board for advice and guidance.

6.4 Resolution will be on the basis of ensuring the interests of the apprentice(s) are uppermost whilst maintaining the principles and purpose of the end point assessment.

## **7. Responsibility**

7.1 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 IAT's Board of Education.

7.2 In some cases, it may be necessary for The IAT's Board of Education to seek advice on the resolution from the EPA's external quality assurer or other, in order to manage the conflict of interest.

## **8. Advice and guidance**

8.1 Any required guidance or interpretation on potential conflicts of interest will be directed in the first instance to the Apprenticeship Lead.

8.2 All policies related to The IAT's EPA provision will be publicly available on The IAT's website for review by apprentices, employers and all other interested parties: <https://www.iat.org.uk/apprentice>

**Policy review date:** every 2 years from implementation