

Conflict of Interest Policy

High standards of objectivity, integrity, fairness and honesty must characterise Somax's relationship with learners and their employers. Somax will ensure that no member of staff will be provided with the opportunity to gain any personal or financial benefit that would lead to the integrity of the awards being compromised. Somax's Policies and Procedures will be designed to maintain Somax's reputation for integrity and protect staff from accusations of partiality in commercial and personal matters.

Any assessor/IQA that has a personal interest with individual learners will be required to declare this at the start of the qualification. A new assessor/IQA will be allocated to enable fair assessment to take place should this be the case. A copy of the fair assessment policy is available on request.

Declaring conflicts of interest

Staff must make a declaration if they are related to or have a personal relationship with a candidate, and are currently deployed to:

- Set assessments which this candidate will undertake
- Make assessment judgements on this candidate's evidence
- Internally verify assessment decisions on this candidate's work
- Invigilate an assessment which this candidate is sitting

Addressing conflicts of interest

The centre manager will be responsible for addressing any conflict of interest and a decision made to how the conflict will be resolved. The Centre Manager will ensure conflicts are recorded and acted upon.

Record retention

Copies of documentation will be retained for a year after completion of the assessments in question, including details of the action taken to address the conflict of interest