

## **Statement**

To avoid any potential conflict of interest FLM staff will ensure that any activity undertaken by it or on its behalf does not have the potential to act contrary to its role in the delivery and assessment of any qualifications in accordance with the Ofqual conditions of Recognition.

FLM will ensure that any assessment of learners (including internal quality assurance sampling) is not undertaken by any person who has a potential interest in the result of the assessment. All staff must declare prior to any assessment if they have any links with candidates and must remove themselves from that process when possible.

Where an assessment by such a person cannot be avoided, arrangements should be made for the relevant part of the assessment to be subject to scrutiny of another person such as any Internal Verifier.

Should FLM staff wish to gain any qualification an independent assessor and/or internal quality assurer will be used to conduct the assessment process. If this is not possible, FLM will contact the awarding body and request External Quality Assurer to be present during the assessment process to ensure objective and reliable assessment decisions are made.

## **Responsibility**

The responsibility for the administration of this policy lies with the Directors.

## **Scope**

This policy applies to all employees.

## **Policy Review**

This policy will be reviewed by the quality manager on a regular basis to ensure it remains compliant with any employment legislation revisions and good employment practice. The Quality Team will be fully consulted regarding any changes.