



Conflict of Interest Policy

| Reference | |
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1. Aim

- 1.1. To establish and manage potential conflicts of interest among all employees and associates of London Churchill College.

2. Scope

- 2.1. This policy applies to individuals involved with any aspects of the creation, marketing, sales, distribution, marking or any other activity connected with the College offering qualifications, tests and assessments, and supporting resources and services.

3. Policy

3.1. Assessment of relatives

- 3.1.1. In the event of any family members working for London Churchill College 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.
- 3.1.2. A learner undertaking a qualification with London Churchill College 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.

3.2. Learners and examinations

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

3.3. Goods and Examinations

- 3.3.1. No employee or associate of London Churchill College should procure goods or services where he or she also has an interest in the activity of the other party without approval of the Head of Programme and Academic Monitoring.

3.4. Company Sensitive Information

- 3.4.1. All employees and associates of London Churchill College should declare any conflict of interest relating to potential funding partners.
- 3.4.2. All employees and associates of London Churchill College should not share any company sensitive information to external sources that could be used by others to obtain a competitive advantage.

4. Declaration of Interest

- 4.1. The chair of the Assessment and Progression Board must ensure that all the individuals declare their interest if they are involved in the delivery of learning units. This must be recorded in the Board minutes.
- 4.2. The College must manage conflict of interests by informing the awarding bodies before the published deadline for entries. This submission can be done through the Pearson portal.

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