



## **Your Learning Voice CIC** **Conflict of interest Policy**

### **What is the purpose of the conflicts of interest process?**

The conflict-of-interest process is designed to protect the integrity of NCFE assessments.

We want to make sure they remain fair, and we also want to make sure individuals at your centre are protected where there is potential, or a perception, that they could be influenced by any personal interests.

### **What is a personal interest?**

A personal interest is a Conflict of Interest that relates to a particular individual. A personal interest can be financial or non-financial in nature. So, for example:

- if a person investigating alleged malpractice is related to one of the Learners accused of malpractice that would be a personal interest
- if a person's salary is related to the number of appeals, they uphold (or reject), that too would be a personal interest.

To determine whether a personal interest exists in a particular case, the relevant question to ask is whether:

- the person carrying out the assessment, investigation or appeal has any reason or incentive to make anything other than a good faith decision; or
- an informed or reasonable person would conclude that such a reason or incentive exists.

However, the conditions that refer to a 'personal interest' do limit what individuals with such an interest can do (and in some cases prohibit them from doing something altogether). We take this approach where the personal interest cannot be mitigated effectively.

### **Who is responsible for managing the conflict-of-interest process at your centre?**

Charlene Bossman is responsible for managing the conflict-of-interest process and must determine how Your Learning Voice CIC do so.



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### **When do conflicts of interest declarations need to be submitted to NCFE?**

As per our conflict-of-interest policy, the NCFE must be informed about conflicts of interest before the published deadline for entries of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- any members of centre staff who are teaching and preparing members of their family (which includes stepfamily, foster family and similar close relationships), or close friends and their immediate family (e.g. son/daughter), for qualifications which include internally assessed components/units.

**Declarations can be submitted using our web ([Conflict of Interest declaration for centres | NCFE | NCFE form via QualHub](#)).**

Once you have submitted your conflict of interest, you do not need to take any further action. The External Quality Assurance team from the NCFE will get in touch with you within 5 working days if we need any further information.

**Last Modified on the 01/01/2025**

**Next Review date: 01/01/2026**