

## Lynher Training – Conflict of Interest Policy

Lynher Training Ltd recognise a conflict of interest as ‘a situation in which an individual or organisation, has competing interests or loyalties.’

As a training provider, Lynher Training Ltd recognises that their assessors, instructors, internal verifiers, invigilators and staff need to be free from conflicts of interest that could adversely affect their judgement or objectivity.

Lynher Training Ltd recognises that assessors, instructors, Internal verifiers, invigilators and staff take part in activities outside of their duties and roles for Lynher Training. However, any potential conflict of interest raised by those activities must be acknowledged and disclosed so that it can be evaluated and properly managed.

No-one with a personal interest in the outcome of an assessment is to be involved in the assessment process. This includes assessors, IVs and invigilators.

It is the responsibility of each individual to recognise situations in which they have, or might reasonably be seen by others to have a conflict, of interest, and to disclose this conflict to the Directors of Lynher Training.

All conflicts of interest are to be recorded on a ‘Declaration of Conflict of Interest Form’ before being suitably evaluated. Most situations will require no further action than the evaluation of the conflict. In some instances some follow up action will be required in order for the conflict to be properly managed. For example, move the candidate into another group, change assessor/IV/Invigilator, include the candidate in samples for verification, have the assessment marking supervised or re-marked. The approach taken will be documented and highlighted on the conflict of interest form.

This policy shall be subject to a yearly review.

Created 26<sup>th</sup> September 2018  
Amended/ Reviewed date  
28<sup>th</sup> November 2018  
28<sup>th</sup> June 2019