



NALP

## Conflicts of Interest policy

Definition of conflicts of interest:

A conflict of interest<sup>1</sup> exists in relation to an awarding organisation where:

- (a) Its interests in any activity undertaken by it, on its behalf or by a member of its Group have the potential to lead it to act contrary to its interests of the development, delivery and award of qualifications in accordance with its Conditions of Recognition
- (b) A person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with the awarding organisation's Conditions of Recognition, or
- (c) An informed and reasonable observer would conclude that either of these situations was the case.

### Identification of conflicts of interest

NALP will carry out continuous monitoring of operations and personnel to ensure that any conflicts of interest in relation either to the organisation's activities or to the activities of personnel working for NALP are identified and mitigated as soon as possible.

To do this, NALP will carry out the following activities:

(a) In the course of its normal operations, NALP senior personnel will monitor activity taken out by the awarding organisation do not conflict with its core functions. Should any activity be identified it will be flagged to the Chief Executive directly and dealt with at the earliest convenience by the Executive Board.

(b) In relation to identification of potential conflicts of interest in relation to its personnel, NALP will identify potential conflicts of interest as follows:

For all examination writers and producers of assessment and Examiners.

- As part of the applications process for all examining and moderating staff, CVs will be checked by the Senior Examiner to identify any possible conflicts of interest.
- Upon appointment, assessment staff working for NALP are required to sign a form declaring any known or potential conflict of interest. Such conflict may arise between functions within NALP or between their work for NALP and any outside interest, be this financial, familial, activities carried out for other awarding organisations, or for other organisations involved in activities which could be seen as conflicting with those of NALP. These forms are issued and retained by the Chief Executive.
- Where a conflict of interest is declared or arises, this will be reported to the Executive Committee at its next meeting, for resolution. The member of staff

---

<sup>1</sup> As defined in the *General Conditions of Regulation 2011* published by Ofqual



- declaring the conflict of interest will not be allowed to work for NALP in the intervening period until the matter is resolved.

For other personnel:

- On appointment to a Board, members will be expected to declare any conflicts of interest that may prevent them from carrying out their roles with objectivity. CVs and other documentation will be checked by the Chief Executive to ensure that there are no potential conflicts of interest. Board members will be expected to re-declare any conflicts of interest annually and to sign the conflicts of interest form.
- Similarly, staff working for NALP will be subject to checks via the application process and will be expected to declare any potential conflicts to the Chief Executive.
- External members working for NALP will need to have been free of association with NALP for a period of seven years.
- Staff involved in examination writing, assessing or management will be free of direct connection to learning related to the awards; Executive Board members will be expected to maintain a similar distance.

### **Monitoring of conflicts of interest**

In order to ensure that any conflict of interest subsequent to the original signing of the conflicts of interest form is captured, the form will be updated each year by signature of the above mentioned. This will ensure that any new work undertaken does not conflict with NALP activities.

Should ongoing monitoring find any conflicts of interest arising, and particularly those which may lead to either operations being compromised or disadvantage to learners, these will be mitigated to ensure that there is the minimum amount of impact on learners. This may result in learners work being re-marked or in some cases re-assessed or moderated by NALP and will impact on results and certification timescales. Should this be the case, NALP will inform learners accordingly.