



Lincoln Bishop University

Document Administration

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CONFLICT OF INTEREST STATEMENT FOR EXTERNALLY AWARDED QUALIFICATIONS

VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0	13 December 2017	Statement first introduced and approved by Senate
2.0	10 June 2026	Statement reviewed and updated to reflect current position and practices

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This must be read in partnership with the Personal Relationships Policy and the Employee Handbook.

1. INTRODUCTION

- 1.1. Lincoln Bishop University is committed to identifying and monitoring conflicts of interest that relate to is, or to any scenario in which it is reasonably foreseeable that conflicts of interest may arise in the future. The University is committed to actively managing conflicts of interest and in particular:
 - 1.1.1. taking all reasonable steps to ensure that no conflict of interest which relates to it has an adverse effect;
 - 1.1.2. where a conflict of interest has an adverse effect, taking all reasonable steps to mitigate the adverse effect as far as possible.
- 1.2. For the purposes of this statement, a conflict of interest in relation to Lincoln Bishop University is where:
 - 1.2.1. the University's interests in any activity undertaken by it, or on its behalf, have the potential to lead it to act contrary to its interests in the development and delivery of integrated degree apprenticeships and apprenticeships with embedded externally awarded qualifications;
 - 1.2.2. a person who is connected to the delivery of integrated degree apprenticeships and externally awarded qualifications, wholly or in part, delivered by the University has interests in any other activity which has the potential to lead to conflict;
 - 1.2.3. an informed and reasonable observer would conclude that either of these situations was the case.

2. IDENTIFYING POTENTIAL CONFLICTS OF INTEREST

- 2.1. The University has a responsibility to ensure that the potential for conflict of interest is managed effectively. Any current conflicts, or scenarios in which it is reasonably foreseeable that any future conflict of interest could arise, must be identified and then monitored effectively. Conflicts of interest will be recorded through the submission of a Declaration of Interest Form and reported to the Apprenticeship Office.
- 2.2. Lincoln Bishop University will assess potential conflicts of interest prior to the enrolment of an apprentice/student upon an externally awarded qualification, and where appropriate will take measures to mitigate the effects of potential for specific conflicts of interest.



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- 2.3. Lincoln Bishop University will assess potential conflicts of interest prior to the allocation of an independent assessor to an apprentice/student, and where appropriate will take measures to mitigate the effects or potential for specific conflicts of interest.

3. MANAGING POTENTIAL CONFLICTS OF INTEREST PROCEDURES

- 3.1. The following overarching scenarios have been identified within Lincoln Bishop University's current structure and systems which could lead to conflicts of interest:
- 3.1.1. the potential for conflict of interest where the University incurs a cost for its employees to undertake an externally awarded qualification it delivers, and has a role in its employees' assessment;
 - 3.1.2. the potential for conflict of interest where the University has a commercial relationship with an organisation whose employees take part in an integrated degree apprenticeship or externally awarded qualification delivered by Lincoln Bishop University;
 - 3.1.3. the potential for conflict of interest arising from assessment being undertaken by assessment personnel who have a personal interest in the result of the assessment.
- 3.2. These scenarios will be reviewed regularly to assess their validity. Mitigation measures for these scenarios are outlined below; these will be regularly reviewed to assess their effectiveness.

4. THE POTENTIAL FOR CONFLICT OF INTEREST WHERE THE UNIVERSITY UNDERTAKES AN EXTERNALLY AWARDED QUALIFICATION THAT IT DELIVERS, AND HAS A ROLE IN ITS EMPLOYEES' ASSESSMENT

- 4.1. Externally awarded qualifications delivered by Lincoln Bishop University are normally accredited by an independent awarding body that undertakes external quality assurance. The elements of externally awarded qualifications assessed in-house are subject to moderation by External Quality Assurers appointed by the awarding body to ensure consistency with national standards.

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5. THE POTENTIAL FOR CONFLICT OF INTEREST WHERE THE UNIVERSITY HAS A COMMERCIAL RELATIONSHIP WITH AN ORGANISATION WHOSE EMPLOYEES TAKE PART IN AN INTEGRATED DEGREE APPRENTICESHIP OR EXTERNALLY AWARDED QUALIFICATIONS PROGRAMME DELIVERED BY LINCOLN BISHOP UNIVERSITY

- 5.1. Externally awarded qualifications delivered by Lincoln Bishop University are accredited by an independent awarding body that undertakes external quality assurance. The elements of externally awarded qualifications assessed in house are subject to moderation by External Quality Assurers appointed by the awarding body to ensure consistency with national standards. The independent assessor appointed to undertake the apprenticeship assessment will be reviewed to ensure they are in no way involved in the commercial relationship.

6. THE POTENTIAL FOR CONFLICT OF INTEREST ARISING FROM ASSESSMENT BEING UNDERTAKEN BY ASSESSMENT PERSONNEL WHO HAVE A PERSONAL INTEREST IN THE RESULT OF THE ASSESSMENT

- 6.1. There is a potential for conflict of interest if a Lincoln Bishop University assessor or an appointed independent assessor, where to undertake an assessment with a learner or employer with whom they have a personal or professional connection outside of the learning environment. Where this is identified, an alternative assessor will be allocated. All independent assessors must sign a conflict of interest declaration form upon their allocation of apprenticeship assessment. The Apprenticeship Office is required to oversee and manage conflict of interest in relation to apprenticeship assessment and to bring any unresolved issues to the immediate attention of the Faculty Executive.

7. MONITORING THE MANAGEMENT OF POTENTIAL CONFLICTS OF INTEREST

- 7.1. The management of potential conflicts of interest are monitored as follows:
- 7.1.1. current and potential future conflicts of interest are kept under review as part of the remit of the Apprenticeship Office;
 - 7.1.2. reports are made to the Faculty Executive as part of the self-evaluation procedure;
 - 7.1.3. all conflicts are recorded in the Conflict of Interest Incidence Log, along with the action that has been taken to mitigate the impact, and details of notification to the Office for Students (OfS) where relevant, if the conflict has had an adverse effect;



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- 7.1.4. guidance from the regulators and awarding bodies is reviewed and the statement is updated when appropriate to comply with best practice – the statement is reviewed at least annually to ensure it remains up-to-date and fit for purpose.
- 7.2. Information from monitoring activities will be made available as part of the self-evaluation procedure and on request.