



## **Conflict of Interest Policy**

This policy addresses how we as an organisation ensure that candidates, clients partner organisations, funders and awarding bodies can be confident that decisions and communication is made without fear or favour.

### **Assessment and internal verification**

Assessment of candidates work will be undertaken by a named person who will base their assessment on the evidence submitted against the criteria and marking schedules provided by the awarding bodies.

Internal Verification of assessed work will be completed by a second qualified person based only on the work and assessment submitted – without reference to or conversation with the first line assessor.

### **Known persons**

If any candidate is known to have direct links to Creating Space for You (CIC) and/or a specific assessor such that the impartiality of the assessment may be brought into question then the role of assessment and verification will be passed to another person who does not have that conflict of interest. If the candidate is a member of Creating Space for You (CIC) staff then assessment will be passed to an independent assessor and verification will be anonymised in the usual way.

### **Challenge or Query**

If a candidate questions the result of an assessment this will be dealt with by the Appeals procedure as outlined in the Appeals policy document.

Updated on: July 2018