

Conflict of Interest Policy

For the purposes of this policy, a conflict of interest is defined as an actual or perceived interest by a member of assessment centre staff or an assessor in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. A conflict of interest occurs when a member of assessment centre staff or an assessor has a direct or fiduciary interest in another relationship. Circumstances where a potential conflict of interest could arise include

- an existing personal relationship with a learner
- an existing personal relationship with a learner's supervisor
- a competitive business relationship with a learner or with the organisation employing the learner

It is important that employers, learners and training providers have confidence in the integrity of the assessment and internal quality assurance processes. All assessors and assessment centre staff must inform the Centre Coordinator as soon as they are aware of the potential for a conflict of interest to arise. Under such circumstances, the Centre Coordinator may decide to allocate the learner to another assessor for part or all of the assessment process or may seek further advice from the Internal Quality Assurer.

As part of the assessment and internal quality assurance processes, assessment centre staff and assessors may have access to confidential and/or commercially sensitive material. All evidence presented as part of the assessment process should be treated as confidential and must not be disclosed to third parties outside the assessment process without the explicit permission of the learner and of their employer/training provider where appropriate.

CifA reserves the right to remove assessors from the list whenever the Head of Centre is of the opinion acting reasonably that the assessor has failed, refuses or is unable to comply with this policy. A breach of this policy will also be deemed to be a breach of contract by the assessor and CifA may, following written notice to the assessor, reduce the amount of or suspend payment, or portion thereof, of any fees payable for assessment.

All assessors are required to abide by the CifA Code of Conduct. Assessors who are members of the CifA may also be subject to disciplinary proceedings if a breach of this policy is found to be a breach of the Code of Conduct.