



London Professional Academy

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LONDON PROFESSIONAL ACADEMY

Conflict of Interest Policy for London Professional Academy





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Introduction

The London Professional Academy (LPA) is committed to maintaining the highest standards of ethics and integrity in all its operations. This Conflict of Interest (COI) Policy aims to ensure that all members of the academy, including staff, faculty, and administrators, act in the best interest of the institution, avoiding any conflicts of interest or the appearance thereof.

Definition of Conflict of Interest

A conflict of interest arises when personal, financial, or other interests of an individual potentially or affect their ability to act impartially in the best interests of the London Professional Academy. This can occur in various forms, including the receipt of gifts, relationships that influence decision-making, or outside employment.

Policy Scope

Who is Covered

This policy applies to all employees, faculty members, administrative staff, and governance board members of the London Professional Academy. Everyone is responsible for understanding and adhering to this policy.

Disclosure Requirements

All individuals covered under this policy must disclose any potential conflicts of interest to their immediate supervisor or the HR department. Details of such conflicts must be recorded in writing and updated annually or as circumstances change.

Managing Conflicts of Interest

Procedures

Upon identification of a potential conflict of interest, the following steps shall be taken:

- Disclosure: The individual must promptly disclose the conflict.
- Review: The relevant authority will assess the nature and extent of the conflict.



- Resolution: Actions may include recusal, divestment, or other measures to mitigate the conflict.

Examples of Conflicts

Common scenarios that may constitute a conflict of interest include:

- Engaging in a personal relationship with a subordinate or student.
- Having a financial interest in a vendor or partner organization.
- Accepting gifts or favours that may influence academic or administrative decisions.

Ensuring Impartiality and Mitigating Bias in Assessments

- LPA ensures to use standardised assessment materials which are purpose-built to ensure consistency across assessment.
- It is ensured that the induction process includes clear explanation of the assessment criteria for the units covered and the learning objectives explained in each lesson.
- Assessments arranged have clear consideration of the assessment needs, preferences of the learners and be flexible.
- Where the primary assessor is not occupationally competent, alternative arrangements should be made to add triangulation to the assessment.

The following measures are implemented to uphold the integrity of our assessment processes:

Declaration and Identification of Conflicts

- **Individual Responsibility:** All staff and assessors must be aware of potential conflicts of interest that could be perceived as influencing their professional judgment.
- **Mandatory Declaration:** Staff must declare any potential, actual, or perceived conflicts of interest upon appointment and at least annually via the LPA's declaration form. If a conflict arises during an assessment process, it must be reported to LPA immediately.



- **SMT Responsibility:** SMT or attendees of any relevant meeting or assessment panel have a specific responsibility to identify and address potential conflicts, according to LPA policies.

Mitigation Strategies for Assessment Impartiality

When a conflict of interest is identified, the following mitigation strategies are applied:

- **Exclusion from Decision Making:** Individuals with a declared conflict of interest must be prepared to exclude themselves from specific assessment decisions related to the conflicted party.
- **Independent Assessors:** LPA primarily uses trained, independent end-point assessors to ensure an objective evaluation of the learner's competence.
- **Peer Review and Moderation:** Assessment materials and results are subject to robust internal verification across different assessors. This helps ensure consistency in judgments and identifies any potential biases.
- **Standardised and Evidence-Based Decisions:** Assessors must base all decisions on concrete evidence gathered against the standardised assessment criteria, rather than opinion or assumptions.
- **Learner Rights and Transparency:** Learners are informed of their right to appeal an assessment outcome, and the assessment process is conducted transparently, with clear criteria provided from the outset.
- **Training and Awareness:** Regular training on equality, diversity, inclusion, and unconscious bias is provided to all assessment staff to help them recognise and mitigate their own biases.

Failure to Manage Conflicts

Failure to recognise or appropriately manage a conflict of interest can damage the LPA's reputation and lead to decisions being challenged. Unmanaged conflicts may result in disciplinary action and require a review of past decisions. LPA aims to manage all conflicts robustly, in line with regulatory guidance for awarding organisations.

Enforcement



Non-compliance with this policy may result in disciplinary action, which could include termination of employment or other sanctions as determined appropriate by the London Professional Academy.

Conclusion

Upholding integrity and transparency is crucial for the reputation and functioning of the London Professional Academy. All members are encouraged to act in a manner that avoids any conflicts and supports the institution's mission and objectives.

Appendix: Conflict of Interest Disclosure Form

The attached form should be used by individuals to report any potential conflicts of interest. The completed form should be submitted to the HR department and updated whenever necessary.

Section	Description
Personal Details:	Name, Position, Department
Conflict Details:	Description of interest, Parties involved
Mitigation Steps:	Measures taken to address the conflict



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