

Conflict of Interest Policy

August 2020

(To be reviewed 2021)

1. Issue and Review

The date of issue of this policy is **August 2020**. This policy will be reviewed annually by RSL. Where amendments are made to RSL's Conflict of Interest Policy which directly impact centres, centres will be notified.

2. The Scope of this Policy

A Conflict of Interest 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 (of the awarding organisation.)
- (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.
- (c) An informed and reasonable observer would conclude that either of these situations was the case.

This policy is designed to be used in conjunction with RSL guidance which is made available on the website at www.rslawards.com. RSL requires centres approved to deliver Vocational Qualifications to declare any and all conflicts of interest pertaining to the assessment of Vocational Qualifications.

3. Managing and Declaring Conflict of Interest

It is the responsibility of all staff in **SupaJam Education in Music and Media** to declare all conflict of interest. Any undeclared conflict of interest and instances where assessment has taken place where conflict of interest exists may be investigated in line with RSL's Malpractice and Maladministration Policy.

Any and all conflict of interest pertaining to the assessment of Vocational Qualifications will be declared to RSL. Each individual involved in the assessment process is responsible for declaring conflict of interest. Where **SupaJam Education in Music and Media** are able to mitigate against a declared conflict of interest, the mitigation will be included in the declaration.

In instances where **SupaJam Education in Music and Media** cannot mitigate against a Conflict of interest (for example, where the only qualified assessor and internal verifier available at a centre are related) the unresolved conflict will be declared to RSL to enable RSL to make arrangements to mitigate through the external quality assurance processes.

The Teaching, Learning and Assessment Manager will be directly responsible for ensuring for submitting the declaration of conflict of interest to RSL.

4. Possible Examples of Conflict of Interest in relation to the delivery of RSL Vocational Qualifications.

- Where an assessor and the internal verifier have a personal relationship.
- Where a child of the assessor or internal verifier is taking part in the assessment.

This is not intended to be an exhaustive list.

5. Template for Declaration of Conflict of Interest

Name of RSL Approved

Centre.....

.....

Quality

Officer.....

.....

Date	Nature of conflict of interest	Mitigation	RSL response including further mitigation, where necessary
EXAMPLE	IV A normally internally verifies unit XYZ. However, IV A's daughter is in the class.	Internal verification will be conducted by IV B for this unit.	
	IV A normally internally verifies unit XYZ. However, IV A's daughter is in the class. The centre has no other internal verifier.	This is an unavoidable conflict of interest. IV A will IV the unit but will not include the work of their daughter in the IV sample.	RSL EQA will ensure that the work of the candidate involved in this declared conflict of interest is sampled.