

Conflict of Interest Policy for the Delivery and Assessment of Level 6 Law and Practice Diploma

1. Purpose

This Conflict of Interest Policy is designed to ensure fairness, integrity, and transparency in the delivery and assessment of students enrolled in the Level 6 Law and Practice Diploma. The policy aims to prevent any actions, relationships, or situations that might compromise the objectivity, impartiality, or fairness of the assessment process.

2. Scope

This policy applies to all individuals involved in the assessment of the Level 6 Law and Practice Diploma, including but not limited to coaches, lecturers, examiners, assessors, moderators, and administrative staff. It also applies to students, faculty, and any other stakeholders involved in the academic delivery and assessment process.

3. Definition of Conflict of Interest

A conflict of interest exists when an individual's personal, professional, or financial interests, relationships, or affiliations could impair, or be perceived to impair, their ability to make unbiased, objective, or fair decisions regarding the delivery and assessment of students. This may include, but is not limited to:

- Personal relationships with students (e.g., family, close friends, or romantic relationships).
- Financial interests that could influence an individual's decision-making.
- Professional relationships or affiliations that could create partiality (e.g., working with a student's law firm or legal practice).
- Past or present associations that could lead to biased judgments or perceived favouritism.

4. Responsibilities

- **Lecturers, Examiners and Assessors:** Must disclose any potential conflicts of interest that may arise in the context of delivering content to and assessing students in the Level 6 Law and Practice Diploma. If a conflict arises, they must recuse themselves from any evaluation or decision-making related to that student.
- **Moderators:** Must ensure that the assessment process remains unbiased and identify any potential conflicts of interest that could compromise fairness. Moderators should ensure that conflicts are addressed before they affect the outcome of assessments.
- **Administrative Staff:** Responsible for maintaining records of all disclosed conflicts of interest and ensuring that those involved in assessment are free from conflicts.

5. Disclosure of Conflicts

Any individual involved in the delivery and assessment process who has a potential or actual conflict of interest must immediately disclose the conflict in writing to the designated authority. This is the Head of Quality and Commercial Director. The disclosure should include relevant details, such as the nature of the conflict and the parties involved.

6. Handling Conflicts of Interest

Upon disclosure of a conflict of interest, the designated authority will:

- Assess the situation to determine the severity and impact of the conflict.
- Take appropriate steps to resolve the conflict, which may include reassigning the individual to a different role or removing them from the assessment process entirely.
- Ensure that any affected student is not disadvantaged by the conflict.

7. Confidentiality

All disclosures of conflicts of interest will be handled with the highest level of confidentiality to protect the privacy of individuals involved and maintain the integrity of the assessment process.

8. Prevention of Future Conflicts

Datalaw will regularly review and update its processes to minimise the risk of conflicts of interest arising. Training and guidance on identifying and managing conflicts of interest will be provided to all individuals involved in the delivery and assessment process.

9. Consequences of Non-Disclosure

Failure to disclose a conflict of interest may result in disciplinary action, up to and including removal from the delivery and assessment process or other professional sanctions, depending on the severity of the breach.

10. Conclusion

This policy is essential to maintain the credibility and fairness of the assessment process for the Level 6 Law and Practice Diploma. All stakeholders are expected to adhere to this policy to ensure that assessments are conducted without bias, favouritism, or undue influence.

Approved by: Datalaw

Date: [Approval Date]

Review Date: [Review Date]