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Conflict of Interest Policy

August 2020

Policy Scope

BDLD will maintain clear records of all instances where:

- BDLD staff have members of their family (which includes step-family, foster family and similar close relationships), or close friends and their immediate family (e.g. son/daughter), being entered for examinations and assessments at the centre
- centre staff are taking qualifications at their centre which do not include internally assessed components/units
- centre staff are taking NCFE qualifications at other centres.

BDLD will inform the awarding body, before the published deadline for entries, of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships), or close friends and their immediate family (e.g. son/daughter), for qualifications which include internally assessed components/units.

BDLD will only enter members of centre staff for qualifications with internally assessed components at their own centre as a last resort in cases where the member of centre staff is unable to find another centre.

In line with NCFEs Conflict of Interest Policy we will provide the following information:

1. Centre name
2. Centre number
3. Name
4. Role
5. Name of person declaring the conflict
6. Email address
7. Conflict to declare
8. NCFE Qualification(s) affected
9. Details of how we are managing this conflict of interest in your centre