

## Conflict Of Interest Policy

### **Introduction**

A conflict of interest may generally be defined as a conflict between the official responsibilities of a tutor, assessor, Quality Assurers and Moderator and any other interests the particular individual may have and as such could compromise or appear to compromise decisions.

### **Examples of Conflicts Of Interest**

It is not possible to provide a definitive list of examples of situations that could lead to actual or perceived conflicts of interest:

- Tutors, Assessors, Quality Assurers and Moderators working with a business outside of the approved centre that is in direct competition with them.
- Tutors, Assessors, Quality Assurers and Moderators participating in the appointment, promotion, supervision or evaluation of a person with whom the person has close or familiar ties.
- Tutors, Assessors, Quality Assurers and Moderators having a close or familiar relationship with a learner, or learner's family whilst being involved in decisions about the outcome of their qualification.

The existence of such interests as those outlined above does not necessarily imply conflict, but it is likely to give an appearance of conflict and as such should be declared. The list is common examples but all staff is responsible for declaring any situation that could cause potential conflict of interest. If a member of staff is

uncertain about a situation they should be able to discuss the matter with a senior member of staff.

RALSS in partnership with Peterborough Regional College will notify the awarding body in writing according to 16.1 of the Centre Agreement.

### **Procedure**

It is the duty of all Tutors, Assessors, Quality Assurers and Moderators to disclose any actual or potential conflict of interest and the process for doing this is documented below:

- All Tutors, Assessors, Quality Assurers and Moderators are issued with a conflict of interest form to complete on commencement with the organisation and it is required of their contract that this is completed and updated on an annual basis.
- The information held on the conflict of interest form is then transferred to a register of interest's document which is maintained by a designated person at the centre.
- If the individual concerned has any changes to their declared circumstances, they must inform their line manager immediately in writing, so that the conflict of interest can be evaluated, and the register updated.
- The form is to be completed even when the individual has no conflict of interest to declare.
- The information submitted is then evaluated to identify if any further action is required and a written record of the outcome of the evaluation is kept.

## **Action**

Most situations require no further action than the completion of the conflict of interest form. In some instances, however, the information declared on the form will require some follow up action, in order for the conflict of interest to be managed appropriately. The approach agreed between the line manager and the Tutors, Assessors, Quality Assurers and Moderators, will be documented and held with the conflict of interest forms.

### **Examples of actions that could be taken**

- Individual not taking part in discussions or decisions of certain matters
- Referring certain matters for decision to others with no vested interest
- Agreeing not to be involved in a particular project or with a particular centre
- Declaring an interest when it is appropriate to do so

