



SARUM LEARNING
CONFLICT OF INTEREST POLICY 2023

CONFLICT OF INTEREST POLICY

PURPOSE

The purpose of this policy is to support the management team of Sarum Learning ('the Centre') to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of the Centre and manage risk.

The policy aims to:

- Highlight and illustrate potential situations where conflicts of interest may arise
- Identify the principles that the Centre will adopt in the management of conflicts of interest
- Set out what actions should be taken by individuals who encounter conflicts of interest
- Set out how we will manage identified conflicts of interest

SCOPE

A conflict of interest is where an individual or organisation has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances and it is possible that people working for the Centre may encounter potential conflicts of interest from time to time.

Examples include:

- Where somebody has a position of authority in one organisation which conflicts with their interests in another organisation
- Where somebody has personal interests that conflict with their professional position
- Where somebody works for the Centre but also carries out paid or unpaid work for another training centre, school, college or other educational establishment or awarding body
- Where somebody works for the Centre and has friends or relatives taking exams or assessments at the college

It is the responsibility of all the Centre's staff to ensure they are familiar with the conflict of interest policy and the requirement to disclose any activity that has the potential to represent a conflict of interest. The ultimate responsibility of the management of potential and actual conflicts of interest lies with the Head of Centre.

IMPLEMENTATION

Conflict of interest in the assessment and quality assurance of qualifications:

1. The Centre will take all reasonable steps to avoid any part of the assessment and internal verification of a learner's work being undertaken by any person who has a personal interest in the result of the assessment.



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CONFLICT OF INTEREST POLICY 2023**

2. In the event that a conflict of interest is identified in advance and cannot be avoided, the relevant awarding body will be informed as early as possible.
3. In the event that a conflict of interest is identified after it has taken place, the relevant awarding body will be informed and wherever possible the work will be re-assessed, and/or verified by an independent assessor and/or verifier.
4. In the event that there is a connection between any learner and awarding body, the Centre will inform the relevant awarding body as early as possible.
5. If a conflict is unavoidable the member of staff involved must complete a Conflict of Interest Declaration (Annex 1) which will be forwarded to the relevant awarding body.

Should a conflict of interest between a member of staff and a learner be identified before or during an assessment or examination, the Centre will:

1. Replace the assessor/invigilator with another suitable member of staff
2. If this is not possible, the candidate will be moved to another assessment or examination room
3. If this is not possible, an additional assessor or invigilator will be allocated to the group
4. If this is not possible and there are no other opportunities for the candidate to be assessed or examined, they will be allowed to take the examination or assessment and the circumstances will be reported to the relevant awarding body.

Conflict of interest in delivering examinations:

1. The Centre will take all reasonable steps to avoid any part of the assessment process being undertaken by any person who has a personal interest in the result of the assessment.
2. If a conflict is unavoidable the member of staff involved must complete a Conflict of Interest Declaration (Annex 1) which will be forwarded to the relevant awarding body.

EXAMPLE CONFLICT OF INTEREST LOG

Name of Staff Member	Type, nature and description of Interest	Date of disclosure	Steps taken for dealing with the conflict	Actions by Staff Member to address the conflict

POLICY REVIEW



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Policy reviewed on an annual basis by Sarum Learning’s Head of Centre. Next review due on 6th November 2024.

	Name	Date
Approved by	Luke James	06/11/23
Updated by		
Reviewed by		

ANNEX 1: CONFLICT OF INTEREST DECLARATION

Actual, potential or perceived conflicts of interest could arise from any of the following (the list is not exhaustive – please indicate any possible interest that you may have):

- Previous or current employment (paid or otherwise) at another School, college or Educational establishment
- Previous or current employment (paid or otherwise) at any awarding body
- Appointment to a board, committee, tribunal panel etc. of any awarding body, school, college or other educational establishment
- Contractual relationship with any awarding body, school, college or other educational establishment (e.g. Consultant)
- Personal or professional relationship with a candidate who is undertaking a qualification course at Sarum Learning

Full Name	
Telephone no.	
Email Address	
Subject	

Information for declaration must include:

- The type of interest
- The nature of the interest
- A description of all parties involved in the interest (financial and nonfinancial) and any other relevant information, e.g. name of awarding body or affected learner.

Declaration

I declare that I will not assess, invigilate or internally verify any candidate or their assessments until I have been given approval against the above conflict of interest by Sarum Learning.

Signed..... Date.....



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CONFLICT OF INTEREST POLICY 2023

OR

I have read the conflict of interest policy and declare that I do not currently have any potential conflicts of interest but I will inform Sarum Learning if my circumstances change.

Signed..... Date.....