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**Conflict of Interest**

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| **Responsible** | Karen Shopland |
| **Accountable Author** | Nikki Blake |

**Version History**

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| --- | --- | --- | --- |
| **Revision Date** | **Author** | **Approved by & Date** | **Description of Revision** |
| June 2017 | SCIL | SMT | Annual review |
| June 2018 | SCIL | SMT | Annual review |
| May 2019 | SCIL | SMT | Annual review |
| May 2020 | SCIL | SMT | Annual review |
| May 2022 | SCIL | SMT | Annual review |
| October 2023 | SCIL | IQA panel | Annual review |
| March 2024 | SCIL | IQA panel | Addition of form |

This Policy has been developed by Somerset Centre for Integrated Learning (SCIL), part of Somerset Council. All training programmes have a commitment to providing a supportive learning environment which enables all Students, Apprentices, Learners and Trainees (SALTs) who have chosen to study with SCIL to achieve their full potential.

This policy sets out to define the procedures to be followed in the event of a conflict between the official responsibilities of a tutor, assessor, internal quality assurer (IQA) and placement moderator and any other interests the particular individual may have and as such could compromise or appear to compromise their decisions.

**Examples of Conflict of Interest**

* Tutors and assessors working with a business outside of the approved centre that is in direct competition with SCIL.
* Tutors and assessors participating in the appointment, promotion, supervision or evaluation of a person with whom the person has close or familial ties.
* Tutors and assessors having a close or familial relationship with a registered SALT or SALTs family whilst being involved in the decisions about the outcome of their qualifications.
* Tutors, assessors and IQA’s working together in a professional capacity due to small centre status.

**Conflict of Interest Procedure**

It is the duty of all tutors and assessors to disclose any actual or potential conflict of interest, and the process for doing this is documented below

* Put in writing any conflict of interest that may affect the organisation and ensure you keep them updated on a regular basis.
* The information held will be reviewed by the QA lead for Somerset Centre for Integrated Learning.
* The information submitted will be evaluated by the above person to identify if any further action is required.
* Risk assessments would be undertaken on individuals where a possible conflict of interest is apparent.
* Learners are not assessed by direct line managers.

**Action**

Most situations will require no further action when a conflict of interest is disclosed by an individual. However, in some instances the information declared will require some follow up action in order for the conflict of interest to be managed appropriately. For example:

* Individuals not taking part in discussions or decisions of certain matters.
* Agreeing not to be involved in a particular project.
* Functional Skills Assessor not acting as an invigilator for any Functional Skills paper or online exams.
* Referring the matter to the awarding organisation for advice and guidance.
* Clear records must be maintained of all potential conflict of interest and any actions taken.



**Conflict of Interest Form**



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| **Centre Staff involved in potential conflict.** | **Date** |
| **Qualification/Apprenticeship Standard** | |
| **Conflict and possible risks identified.**  **Risks Identified** | |
| **Explanation of actions taken to mitigate possible risks.** | |
| **Review Date and additional actions taken.** | |

All parties are required to sign this document as evidence of commitment to follow actions recorded.

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| **Name of Centre Staff** | **Signature** | **Date** |
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