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| **Policy Title:** | Conflict Of Interest Policy |
| **Approved By:** | Colours Academy |
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| **Position:**  | Head of Centre |
| **Last Up-Dated**: | September 2019 |
| **Review Date:** | September 2020 |

**1 Purpose**

The purpose of this policy is to provide guidance to staff and any other relevant

individuals on handling possible conflicts of interest that may arise as a result of their

roles as assessors, invigilators, internal verifiers or assessment-related

administrators. This policy applies to all staff or other individuals whenever they

interact or potentially interact with any of the Academy’s assessment-related functions.

This policy:

Defines what is meant by conflict of interest in these circumstances

Describes the role of conflict of interest in the context of working for the

Academy in an assessment-related function

Sets out which conflicts can be managed and how they should be managed,

and those which are considered unmanageable and therefore cannot be

allowed

Illustrates potential conflict of interest situations, some of which are not

obvious

**The most important feature of the policy is the instruction that individuals**

**should always disclose an activity if there is any doubt about whether it**

**represents a conflict of interest**.

The policy describes how and when such disclosures should be made, that is, as

soon as potential or actual conflict is discovered. This should be done by completion

of a report at the time (i.e. before the activity is carried out). The policy describes the

procedures that should be followed and how to handle potential conflicts of interest**.**

**2. Introduction**

Working in partnership with awarding bodies, the Academy is required to

identify and manage all conflicts of interest that might detrimentally impact on

standards of, or public confidence in, the Academy’s educational and training provision

or the reputations of partner awarding bodies.

**3. Scope**

This policy applies to staff and other individuals who interact or potentially

interact with the assessment-related work of the Academy. This includes

individualsinvolved with all aspects of devising, setting, marking,

administering, invigilating, internally verifying or any other activity connectedwith the assessment of candidates and associated supporting resources and services.

The individuals falling within the scope of this policy include full-time, part-time, pro rata and bank staff of the Academy and any associate staff including external examiners.

The content of the policy cannot cover every potential conflict and must be interpreted in the light of the particular circumstances of each case.

**4. What is a Conflict of Interest?**

A simple definition of conflict of interest is a situation in which an individual or organisation has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances, for example:

An individual whose personal interests conflict with his/her professional position

An individual scheduled to assess, invigilate or internally verify the work of friends, relatives, or colleagues undertaking CPD within the college.

When one part of the Academy follows a procedure that conflicts with the organisation’s official policy and the requirements of its awarding bodies

An individual undertaking assessment for the academy in their own workplace

**5. Roles, responsibilities and associated procedures to be followed in the event of an actual or perceived of interest**

All relevant staff have a responsibility to be aware of the potential for a conflict of interest. It is possible that staff working in any assessment-related role might encounter potential conflicts of interest from time to time. Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on standards of, or public confidence in, the Academy’s educational and training provision or the reputations of partner awarding bodies. Staff can find themselves in potential conflicts of interest situations because they are not clear what the correct, auditable processes and procedures are.

1. The Conflict of Interest policy is a requirement of the induction of all new assessors, invigilators, internal verifiers and assessment-related administration staff.

2. Any day-to-day concerns identified by an individual should be raised with their line manager.

3. Where there is a notified potential conflict of interest for an individual, the individual and line manager must document this carefully, together with those activities that must be avoided to prevent the Academy or any of its partner awarding bodies being brought into disrepute.

4. Any concerns that the individual feels are urgent should be communicated immediately to the Head of Centre and may be done so in confidence. It is an individual’s right to raise concerns relating to conflict of interest directly with the Head of Centre to receive a response to their concerns.

**6. Handling Potential Conflicts of Interest in Specific Areas and Functions**

The following are examples of conflicts or potential conflicts of interest from different areas of the Academy. These notes are intended to be helpful to staff in making decisions that relate to potential conflict of interest situations in their day-to-day work.

If a teaching member of staff is involved in any way with the development of a secure assessment for either internal or national use, he or she cannot make use of the knowledge of that assessment in any teaching or learning activity

The appointment of all assessors, invigilators, internal verifiers and assessment-related administrative staff is not made against published criteria and on a transparent basis

Assessors, invigilators, internal verifiers and assessment related administrators do not take responsibility to ensure the security and confidentiality of all assessment instruments, including examination papers.

Learning and teaching materials are based on live examination of other assessment materials (although they can make use of past examination of other assessment materials)

A member of staff is asked to assess, invigilate or internally verify the work of an enrolled student who is a family member, other relative, close friend or colleague undertaking CPD within the Academy

A member of staff makes assessment materials available to individuals, whether or not students of the Academy, when not specifically tasked with assessing them as part of a timetabled activity.

In the case of any situation where an assessor carries out assessment on behalf of Colours Academy in an organisation where they are also employed, they must adhere to the relevant assessment strategy and the quality standards set by the Academy.