

Conflict of Interest Policy and Procedure

POLICY STATEMENT:

The purpose of this policy is to: This policy is used by SALT TRAINING LIMITED to ensure we deal with all potential and reported conflicts of interest.

Definition and examples of Conflict of Interest:

A conflict of interest occurs where the professional responsibilities and position of trust held by an individual or a company is compromised by the potential for personal gain or a company's benefit from a situation. E.g. If a member of staff is related to a student whose work they assess, there is a conflict of interest as they have a personal interest in their relative's achievement.

If it is identified by a Trainer/Assessor that there is a known conflict of interest between a student and a staff member (friend, family, colleague, link) then it is compulsory to inform the internal quality assurer (IQA) immediately and follow any procedures/ process dictated by the awarding body. This will ensure that all assessment is fair and unbiased and in-line with awarding body rules and regulations.

Activities related to managing a conflict of interest:

- Staff are trained in managing boundaries and related conflicts as part of their induction.
- Where there is potential for a conflict of interest, the awarding body will be notified, and their agreement requested prior to the start of the course.
- Any agreed conflict of interest will be recorded on a central log maintained by the Managing Director and will inform the IQA strategy for SALT TRAINING LIMITED to identify how any conflicts of interest can be mitigated and managed.
- Understanding of conflicts of interests is provided for students in their course during their course induction.

Disclosure:

It is important that staff and students recognise and disclose any situations that present a conflict of interest for example:

- staff applying to study or currently studying within the College where they are an employee:
- teaching, assessing, internally verifying or invigilating an exam where a relative,

friend or colleague is a student.

- students completing an assessment or examination that is supervised or assessed by a member of staff who is a relative, carer or family friend.

Failure to disclose a conflict of interest:

If a conflict of interest is identified that has not been disclosed the related examination or assessment will be invalidated and the staff or student disciplinary procedure will be activated. The qualification awarding body and the Joint Council for Qualifications (JCQ) will be notified of the conflict of interest.

SALT TRAINING LIMITED Procedure:

The Head of Centre and/or Examinators will take steps to manage the conflict e.g.

- provide an alternative trainer/assessor, internal verifier, invigilator who is not related to any student.
- inform the awarding body if the trainer/assessor is the only available specialist in that subject area, to seek their permission and to arrange for any additional scrutiny to monitor fair and impartial approaches. These adjustments will be noted within the SALT TRAINING LIMITED's IQA strategy.
- record the conflict of interest in the conflict of interest log maintained by the IQA.
- provide details of conflicts of interest to visiting External Quality Assurers and External Examiners or others associated with the awarding body for the relevant qualification.

If a student or staff member believes that a declaration of conflict of interest has not been managed correctly they may raise a complaint in line with the Complaint's Policy. If the full complaints procedure has been exhausted and the issue remains unresolved this can be reported to the qualification awarding body.