

CONFLICT OF INTEREST PROCEDURE



PURPOSE OF THE PROCEDURE

Yeovil College has a duty to follow the Awarding Organisation's policy if a conflict of interest exists with the assessment and/or IQA of one of their qualifications, in the first instance the College's Curriculum Area Manager (CAM) must be consulted. Following consultation with the College's CAM then the most appropriate course of action will be followed, the CAM must inform their Director of Curriculum and/or Quality Manager who then makes an informed decision or consults with the appropriate Awarding Organisation (ie - Consult with the Awarding Organisation on how to proceed or transfer the risk/conflict).

SCOPE

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions if it is not properly managed.

Conflicts of interest can arise in a variety of circumstances relating to awarding organisation activity, for example (this is not an exhaustive list):

- Where the training delivery function and the awarding function rest within one umbrella organisation.
- When an individual has a position of authority in one organisation that conflicts with his or her interests in another organisation
- When an individual has interests that conflict with his or her professional position.
- Where someone works for, or carries out work on Yeovil College's behalf, who has friends or relatives taking assessments or examinations that are being assessed or IQA'd by them.
- When one part of Yeovil College creates and follows a procedure that conflicts with the College's regulatory responsibilities as a 'Training Provider.

This procedure addresses the following regulatory criteria and conditions: JCQ - Conflicts of Interest and Declarations 2018/19 (General Regulations, paragraph 5.3d)


RESPONSIBILITY AND AUTHORITY

Individual Responsibility:

- Individuals within Yeovil College have responsibility for ensuring that they are familiar with the Conflict of Interest procedure and any associated documentation (AO policies).
- All individuals will be required annually to read and understand the Conflict of Interest procedure.
- The most important feature of the procedure is the requirement that an individual disclose any activity that might give rise to a potential conflict of interest. If there is any doubt whether or not it represents a conflict of interest report it.
- The individual and line manager are equally responsible for ensuring that the issue is documented carefully.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Any required guidance or interpretation on potential conflicts of interest (Awarding Organisation, qualification, assessment, IQA etc) should be sought from the college's Quality Manager

Policy Review				
Author	Position	Approved by SMT	Approval date	Review date
Matt Hann	Director of Curriculum, Teaching, Learning and Quality	Signed: 	04.06.19	June 2020

Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Derrick Goddard	Minor amendment to responsibility for guidance	03.04.17	15.06.16	N
Derrick Goddard	No Changes required	12.06.18	15.06.16	N
Derrick Goddard	Minor amendments to the purpose and regulatory criteria and conditions	15.03.19	15.06.16	N
Matt Hann	Minor amendments reflecting CMT structure and job title changes	03.06.19	15.06.16	N

Initial Equality Impact Screening			
Have you consulted on this procedure? Yes Details: Matt Hann Director of Curriculum, Teaching, Learning and Quality			
What evidence has been used for this assessment?			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable no			
Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)			
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the procedure proceed to a full Equality Impact Assessment? No If no, please give reasons: no negative impacts identified.			
Declaration We are satisfied that an initial screening has been carried out on this procedure and a full Equality Impact Assessment is not required. We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Matt Hann		Position: DTLQ	Date: 3/6/19
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 15.06.16
Comments from Safeguarding, Equality & Diversity Group Review:			

