

# ACADEMIC CONFLICT OF INTEREST PROCEDURE



## 1. PURPOSE OF THE PROCEDURE

- 1.1 Yeovil College has a duty to follow the correct procedure as defined by JCQ and all Awarding Organisation policies, if a conflict of interest exists with the assessment and/or IQA of one of their qualifications. Should any staff member believe there could be a Conflict of Interest they should first consult their line manager. Following consultation with the Curriculum Area Manager (CAM) or other line manager, the CAM must inform the Quality Manager who then makes an informed decision (eg - Consult with the Awarding Organisation on how to proceed or transfer the risk/conflict).

## 2. SCOPE

- 2.1 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.
- 2.2 2.3 This procedure addresses the following regulatory criteria and conditions: JCQ - Conflicts of Interest and Declarations 2018/19 (General Regulations, paragraph 5.3d):
- 2.4 To comply with the regulations, the centre is required to manage conflicts of interest and inform the relevant awarding organisations (by the published deadline for entries for each examination series) of:
- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
  - any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units, **and**

And to maintain clear records of **all instances** where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- centre staff are taking qualifications at their centre which **do not** include internally assessed components/units
- centre staff are taking qualifications at other centres

## 3. RESPONSIBILITY AND AUTHORITY


### 3.1 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 about whether or not it represents a conflict of interest, the staff member should report it.
- The Quality Manager is responsible for ensuring that the issue is documented carefully and in accordance with AO policy.
- The Quality Manager holds a central record annually of any declared Conflicts of Interest.
- For YCUC, minuting of declarations of interest is a standing agenda item at chaired HE exam boards, thus there is no requirement for these to be logged separately.

#### **4. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS**

- 4.1 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
Susie Peart	Quality Manager	Signed: Mark Bolton 	March 2022	August 2024

### Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Version	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
Susie Peart	Minor changes to wording, for clarity	14.01.21	15.06.16		N
Susie Peart	Added in JCQ regulations for staff awareness	28.02.22	15.06.16	v1	N

Initial Equality Impact Screening	
<b>Who has been consulted on this policy &amp; procedure?</b> SMT	
<b>What evidence has been used for this impact screening (e.g. related policies, publications)?</b> E&D policy, AO Conflict of Interest procedures, Joint Council for Qualifications regulations	
<b>Declaration (please tick one statement and indicate any negative impacts)</b>	
<input checked="" type="checkbox"/>	We are satisfied that an initial screening has been carried out on this policy/procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.
<input type="checkbox"/>	We recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows: <ul style="list-style-type: none"> <li><input type="checkbox"/> Age</li> <li><input type="checkbox"/> Disability</li> <li><input type="checkbox"/> Gender Reassignment</li> <li><input type="checkbox"/> Race</li> <li><input type="checkbox"/> Religion or belief</li> <li><input type="checkbox"/> Sex</li> <li><input type="checkbox"/> Sexual orientation</li> <li><input type="checkbox"/> Marriage &amp; civil partnership</li> <li><input type="checkbox"/> Pregnancy &amp; maternity</li> </ul>
<b>Completed by Author:</b> Susie Peart <b>Position:</b> Quality Manager <b>Date:</b> 03/10/2023	
<input type="checkbox"/> Reviewed by Equality & Diversity Group    Date:	
<input type="checkbox"/> We confirm that any recommended amendments have been made	
Amended by Author:    Position:    Date:	

**Summary of Comments/Recommendations from Equality & Diversity Group Review:**