


Reference Number: R01

ACADEMIC CONFLICT OF INTEREST PROCEDURE



Policy Review					
Author/Owner	Position	Approved by:	Approval Date	Review Cycle Review Date	Published on Website Y/N
Andrew Mitchell	Quality Manager	SMT Donna Short 	21.10.24	Yearly	Y

Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Revision Date	Version
Derrick Goddard	Minor amendment to responsibility for guidance	03.04.17	
Derrick Goddard	No Changes required	12.06.18	
Derrick Goddard	Minor amendments to the purpose and regulatory criteria and conditions	15.03.19	
Matt Hann	Minor amendments reflecting CMT structure and job title changes	03.06.19	
Susie Peart	Minor changes to wording, for clarity	14.01.21	
Susie Peart	Added in JCQ regulations for staff awareness	28.02.22	v1
Andrew Mitchell	Purpose rewritten, Retention of records included in line with JCQ requirements (does not appear in the retention of records policy), Table used to record COI included. Completion of front sheet, 23/24 JCQ General Regulations considered and link provided.	29.08.24	V1

Initial Equality Impact Screening			
Has anyone else been consulted on this policy and/or procedure? Reviewed By VP Q/E			
What evidence has been used for this impact screening (e.g. related policies, publications)? related policies			
Declaration (please tick one statement and indicate any negative impacts)			
<input checked="" type="checkbox"/> I am satisfied that an initial screening has been carried out on this Policy and/or 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"/> I 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:			
<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Race <input type="checkbox"/> Religion or belief <input type="checkbox"/> Sex <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Marriage & civil partnership <input type="checkbox"/> Pregnancy & maternity			
Completed by:	Donna Short	Position:	Vice Principal Quality of Education
		Date:	22/10/24
Reviewed by Equality & Diversity Group: YES/NO		If Yes: Date:	
I confirm that any recommended amendments have been made			
Summary of Comments including Recommendations from Equality & Diversity Group Review:			
Amended by Author:		Position:	
		Date:	

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1. PURPOSE OF THE PROCEDURE

1.1

All staff at Yeovil College will disclose any activity that might give rise to a potential conflict of interest. If there is any doubt whether it represents a conflict of interest it should be discussed with the relevant line manager. The individual and their line manager are equally responsible for ensuring that the issue is documented carefully, and all reasonable steps are taken to solve the conflict. 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 effectively managed.

2.2 This procedure addresses the following regulatory criteria and conditions: JCQ - Conflicts of Interest and Declarations 2023/24/ ([General Regulations](#))):

2.3 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 stepfamily, 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 stepfamily, 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 Head of Centre Responsibility:

- The head of centre must ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained

until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

3.2 Individual Responsibility:

- a) Individuals within Yeovil College have responsibility for ensuring that they are familiar with the Conflict-of-Interest procedure and any associated documentation (AO policies).
- b) All individuals will be required annually to read and understand the Conflict-of-Interest procedure.
- c) 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.
- d) The Quality Manager is responsible for ensuring that the issue is documented carefully and in accordance with AO policy.
- e) The Quality Manager holds a central record annually of any declared Conflicts of Interest.
- f) 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.
- 4.2 The following table is designed to capture names of members of staff who have identified themselves to their Curriculum Area Manager and the nature of the conflict of interest. The Curriculum Area Manager will then formulate mitigation and implement the actions arising.

Name of member of staff	Nature of conflict of interest Linked COI Form	Mitigation and actions where appropriate	AO Informed	Are there any internally assessed units? Y/N	Name of Awarding Organisation
Teacher A	teaches their own Nephew for Btec qual (include program name and include learner name)	All internally assessed units marked/moderated by teacher B. Ensure flagged in Assessment Plan.	N	Y	Pearson
Member of staff B	taking a IQA qualification with us as an adult evening student	Removed access from Walled Garden and COI declared to C&G.	Y	Y	City and Guilds