



# **Conflict of Interest Policy**

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## Introduction

Bluestone College recognises that its employees have diverse interests and contacts within the local, national and international community and it considers that links between its employees and outside bodies are often in the public interest as well as beneficial to Bluestone College and to individuals. However, it recognises that it is possible that such connections may give rise to conflicts of interest.

Bluestone College is aware that, in general, individuals will recognise conflicts of interest and will want to ensure that there can be no perception of their receiving an inappropriate advantage and that they are personally beyond suspicion. It also recognises that, in most cases, potential conflicts of interest will be easily avoided or resolved by informal action either by the individual concerned, or through discussion with his / her line manager.

All staff that manage, deliver, assess and quality assure Bluestone College accredited programmes have a responsibility to be aware of the potential for a conflict of interest.

## Scope

This policy applies to all staff and other individuals who interact, or could potentially interact with the work of the accredited centre within Bluestone College. This includes individuals involved with any aspects of the creation, marketing, sales, distribution, marking or any other activity connected with Bluestone College qualifications and assessments, including support services.

The individuals falling within the scope of this policy include uniformed and non-uniformed Bluestone College employees, contractors, agency workers and any associate staff, including assessment associates, verifiers and examiners.

## Purpose

The purpose of this policy is to protect our integrity as an accredited centre, and the integrity of our qualifications and assessment outcomes. The policy is also designed to protect our staff by providing guidance on handling possible conflicts of interest that may arise as a result of delivering Bluestone College accredited programmes.

This policy:

- defines what is meant by conflict of interest
- describes the role of conflict of interest in the context of working with, or for, an awarding organisation
- sets out the responsibilities for managing conflicts of interest at each level in the organisation.

## Conflict of Interest

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:

- 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 Olympus College behalf, but may have personal interests – paid or unpaid – in another business which either uses Olympus College products or services, or produces similar products
- where someone has friends or relatives taking Olympus College assessments or examinations
- where an assessor has direct line management for the person undertaking a Olympus College assessment
- where a previous conflict or disciplinary case exists between the assessor and the individual undertaking the Olympus College assessment
- where an assessor has previously failed an individual undertaking a Olympus College assessment and has been allocated to undertake a re-assessment for the same qualification

## Responsibilities

### Managing Director

The ultimate responsibility for the Conflict of Interest Policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the Managing Director.

### Lead IQA

The Lead IQA will support managers in each department to communicate the Conflict of Interest Policy to all relevant individuals within their areas of responsibility or when any changes to the Policy occur.

The Lead IQA will organise CPD training events to ensure that Trainers, Assessors and Internal Quality Assurance (IQA) staff maintain current knowledge of the Policy.

The Lead IQA's are is responsible for ensuring that all new staff receives Conflict of Interest training.

The Centre Lead IQA will be responsible for creating, and maintaining records of all Conflicts of Interest in line with Awarding Organisation requirements and to inform future amendments to centre operating procedures.

Where a Conflict of Interest occurs the Lead IQA will source another assessor where no Conflict of Interest exists.

### **Individual Responsibility**

Individuals who are involved with Bluestone College accredited programmes have a responsibility for ensuring that they are familiar with the Conflict of Interest Policy and any guidelines.

An individual must 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 the individual should raise it with their Line Manager, Lead IQA, Organisational Head or Head of Centre.

The individual, line manager and Lead IQA are equally responsible for ensuring that the issue is documented accurately.

It is an individual's responsibility to complete any required conflict of interest training.

Prior to each assessment or accredited programme, all staff and other individuals, must inform the Lead IQA of any candidates being enrolled who are family members, or close personal friends.

## Process

It is the duty of all individuals involved with Bluestone College accredited programmes to disclose any potential conflict of interest, and the process for doing this is documented below:

- If a potential Conflict of Interest is identified the individual should complete the Conflict of Interest Form available at Appendix 1 and return it to the Lead IQA.
- The Lead IQA will transfer the information onto the Conflicts of Interest Register and inform the Organisational Head about the potential conflict
- The Lead IQA will source another trainer and/or assessor where no conflict of interest exists.
- The Lead IQA will log the actions on the Conflict of Interest Register.
- The Lead IQA will attend assessor/IQA meeting to evaluate potential or actual conflicts of interest to identify if any further action is required, the outcome of the evaluation is recorded on the conflicts of interest register.

## Appendix 1 - Conflict of Interest Form

### Personal Information

Title	
First name(s)	
Last Name	
Date	
Address	
Telephone	
Email	

### Details of the potential conflict

<b>Please provide all relevant information relating to the conflict/possible conflict of interest</b>

### Declaration

Bluestone College will process this data in accordance with the principles of the Data Protection Act (1998).

I confirm that by completing and submitting this form I give consent to the processing of this data, have read and understand the Bluestone College Conflicts of Interest Policy and have supplied accurate information which to the best of my knowledge and understanding is correct.

Signed	
Date	

**To be completed by Lead IQA / Head of Centre / Organisational Head**  
**Details of decision and details of recommendations**

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Signed Lead IQA	
Date	

Organisational Head Countersigned (if required)	
Date	