



Conflict of Interest Policy 2025 - 26

Purpose/scope

- Define what is meant by conflict of interest.
- This policy provides guidance to all individuals at centre including those involved in delivery and assessment of BTEC qualifications, on how to deal with possible conflicts of interest.
- Sets out the responsibilities for managing conflict of interest at each level in the organisation.

Definitions/terminology

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.

Responsibilities

- Senior Management: The ultimate responsibility for this policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the senior management.
- Centre Head: Log and Resolve conflict of interest and escalate to Senior Management issues which are not resolved.
- Assessors/IV: Disclose any potential conflict of interest while designing/internally verifying/checking assessments.
- All Staff including Senior Management: Familiarise themselves with the policy and disclose any potential conflict of interest.

Procedures

- Disseminate policy to all staff.
- All staff to familiarise themselves with Policy at induction and annually.



- Everyone at Centre to disclose potential conflict of interest
- If someone is unsure whether a conflict of interest might arise, they should discuss this with their superiors first
- Set responsibility to log and resolve or escalate issues of conflict of interest.
- Review procedures in all departments to anticipate areas of potential conflicts of interest

Policy Aim:

- Ensure everyone at centre understands what is meant by conflict of interest.
- Ensure that everyone understands that the policy applies to all individuals including those involved with any aspects of the delivery, assessment, or any other activity connected with BTEC qualifications
- Ensure individuals should disclose any activity that might create a potential conflict of interest.
- Provide guidance to individuals at centre, on how to deal with possible conflicts of interest that may arise
- Sets out the responsibilities for managing conflict of interest at each level in the organisation.

In order to do this, the centre will:

- Define Conflict of interest
- Communicate policy to everyone and conduct training to familiarise all with policy and meaning of conflict of interest
- Check that the contracts with their employees set out the obligations on them to report to their managers conflicts of interest arising from activities that they undertake.
- Ensure that all staff including Senior Management declare at the start of a cohort if any learner at the centre is a family member or relative or friend.
- Head of centre must log and resolve the issue or escalate to Senior Management for resolution of any conflict of interest issue faced by staff involved in delivery and assessment of BTEC Qualifications.
- Review procedures in all departments to anticipate areas of potential conflicts of interest

This policy will be reviewed every 12 months by the Business Manager.