



Conflict of interest policy

1. The purpose of this policy is to provide guidance and support to TT Training and Consultancy Company Ltd staff and any other relevant individuals or stakeholders who may have to handle a possible conflicts of interest that may arise, as a result of their roles within the centre.

2. This policy applies to all staff or other individuals, including subcontractors in order to maintain the integrity of the company and the qualifications it delivers. This includes individuals involved with all aspects of devising, setting, tutoring, assessing, marking, administering, invigilating, internally verifying or any other areas where conflict of interest may arise. The individuals falling within the scope of this policy include fulltime and part-time staff of the company and any associate staff including external examiners.

3. The most important feature of the policy, is the instruction that individuals should always disclose an activity if there is any doubt about whether it represents a conflict of interest so that we are always acting in an open and transparent way. Having a conflict of interest is not always a negative situation but it must be managed correctly.

4. The objectives of this policy are:

- to ensure that any possibility of conflict of interest is disclosed immediately, within the company and externally, where appropriately
- to identify and minimise the risk of conflict of interest arising within the company.
- to respond and plan to manage any incident promptly and objectively
- to standardise and record any incident to ensure openness and fairness
- to protect the integrity of the company, awarding bodies and related stakeholders
- to inform any awarding bodies or other stakeholders of a potential conflict of Interest

5. A conflict of interest can be defined as a situation/conflict between the official responsibilities of an individual (tutor, assessor, examiner, internal verifier) or organisation/centre/stakeholder which could compromise or appear to compromise their decisions.

6. If any person should declare a conflict of interest it must be recorded. Where this involves an awarding body then the awarding body requirements must be met.

CACHE – complete the on line web form

Reviewed 1st August 2021

Reviewed 10th March 2022

Highfield – Email details

7. All conflicts of interest will be treated in accordance with data protection principles. Data will be processed only to ensure that relevant persons act in the best interest of the company, the information will not be used for any other purpose.

8. The company may take measures to ensure that conflicts of interests do not occur. When it is not possible to mitigate this entirely then additional measures will be put in place to ensure openness, transparency and to maintain integrity. These may include:

- Additional IQA of qualification (possibly 100%)
- Allocation of assessor or IQA
- Use of staff from another centre
- 100% of evidence available to EQA

9. IQAs to record on documentation how the conflict has been managed and to inform the EQA.