



Awarding Organisation Conflict of Interest SOP

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2022/23

Date Of This Issue:

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Responsible Owner:

Chief Officer, Quality Excellence and
Development

Summary of Contents

This Standard Operating Procedure sets out the actions which staff must take when a conflict of interest arises within an awarding organisation.

RO Review Information:

Reviewed: June 2023

Next Review Due:

June 2025

Requires CMT Approval (yes/no):

Yes/No

Previous Reference (for control purposes):

N/A

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30 June 2023

Date of Equality of Opportunity and Good Relations Screening (Section 75):

N/A

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17 July 2023



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1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, [you can click here to view the change history](#).

2.0 Summary

A conflict of interest exists where a member of college staff has interests in any other activity which may have the potential to lead that person to act contrary to the interests of the awarding organisation in delivering qualifications. A conflict of interest also exists where any part of the assessment of a learner, including by way of quality assurance or internal verification, is undertaken by a person who has a personal interest in the result of the assessment. This includes:

- 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 and externally assessed components/units
- any members of centre staff with line managerial responsibilities who have members of their family or close friends undertaking qualifications which include internally and externally assessed components/units

3.0 Scope

This procedure applies to all staff who work in any capacity with awarding organisations.

4.0 Procedure

- 4.1 Staff will take all reasonable steps to avoid any conflict of interest and have a duty to report any actual or potential conflicts of interest to the Chief Officer Quality Excellence and Development. The Head of Quality Excellence and Development will seek advice from the awarding organization for further clarity to establish if a conflict of interest exists or could exist.
- 4.2 Staff will ensure that no part of the assessment of a learner, including by way of quality assurance or internal verification, is undertaken by a person who has a personal interest in the result of the assessment. In particular, no person should assess, internally verify, invigilate, or administer assessment materials and results for themselves or any family member, partner, other relative, close friend or close colleague.
- 4.3 Staff with line management responsibilities, for programmes in which they have a member of their family, close friend or close colleague, enrolled will inform the Chief Officer Quality Excellence and Development of this potential conflict of interest. The Chief Officer Quality Excellence and Development will implement appropriate quality processes to ensure that the integrity of assessment processes are maintained. The line manager will not be involved in these quality assurance processes.
- 4.4 The Head of Centre or appointed nominee will notify the awarding organisation if any member of its staff registers for any qualification where they are normally involved in the delivery or administration of courses and assessments leading to qualifications of that awarding organisation.
- 4.5 Staff should declare all actual or potential conflicts of interest. Failure to do so may result in an internal or external enquiry and review under the relevant disciplinary policy. Where a member of staff is unsure if a conflict of interest exists, they should seek advice from the Chief Officer, Quality Excellence and Development.

5.0 Responsible Owner

It is the responsibility of Head of Quality Excellence and Development to ensure that this policy is implemented, adhered to and reviewed.

6.0 Communication Plan

This Procedure will be uploaded to the College intranet and referred to in staff induction and training.

7.0 Review

This procedure will be reviewed bi-annually, or when the need for change has been identified.

Appendix 1: Document Change History

Version	Date	Change Detail
1.0	June 2023	main addition added at 4.3 regarding any members of centre staff with line managerial responsibilities.
1.1	July 2023	Transferred to new Accessibility Template