

Reviewed December
2016

Hampshire Training (Phil Quill)

Conflict of Interest

Next review due as
required

1.0 Introduction:

1.1 This policy applies to all Hampshire Training staff, trainers and assessors who are involved in the day to running, training and assessing activities of Hampshire Training

1.2 All those involved with Hampshire Training delivery and assessment of ITC qualifications have an obligation to act in a way that does not lead to any conflict of interest.

1.3 A conflict of interest may occur when the personal or business interests of an individual conflicts with their professional duties and responsibilities. Such conflicts could result in damage to the integrity and reputation of the ITC Awards Hampshire Training deliver, or compromise the validity of a learner assessment and the award.

2.0 This policy:

- a) Provides a mechanism to protect the course candidates and the integrity of ITC Awards by ensuring that reasonable steps are taken to mitigate any potential or identified conflicts of interest.
- b) Identifies the main areas where a conflict of interest could occur in order to minimise and eliminate adverse effects.
- c) Requires all Hampshire Training staff to agree and sign this policy as well as undertaking to bring any conflict to the attention of Hampshire Training
- d) Complies with the regulatory bodies requirements and policies.

3.0 Examples of Conflicts of Interest:

3.1 The following list is not exhaustive but common examples of conflict of interest include.

- a) Direct or indirect financial gain as a result of actions or involvement
- b) Direct or indirect benefits such as employment, gifts, hospitality
- c) Reciprocal arrangements which compromise the ability to make reliable and professional judgements
- d) Connections to family relationships and/or close friendships with learners who are being assessed
- e) Connections with family members and/or close friendships for training and external assessing of candidates
- f) Trainers with family or close friendship connections who internally verify each other's courses/assessment decisions
- g) Assessment judgements on behalf of a learner who is their partner or close friend.

4.0 Declaring a Conflict of Interest

4.1 Hampshire Training will take all reasonable steps to ensure a Conflict of Interest does not arise however if this is not possible the following steps will be taken:

- a) Declarations of actual or potential Conflicts of Interest by Hampshire Training staff must be made in writing or by telephone (followed up with written confirmation) to Hampshire Training Manager as soon as they arise.
- b) Hampshire Training will in turn inform the awarding body of any conflict prior to any training activity being undertaken and seek advice.
- c) Hampshire Training will log all Conflicts of Interest and make the log available to the awarding body and/or regulators as requested (Appendix 2 of this document).
- d) Failure of Hampshire Training staff to inform Hampshire Training or make Hampshire Training aware of actual or potential Conflicts of Interest may result in sanctions being applied to staff.
- e) Hampshire Training knows that failure to inform the Awarding Body of actual or potential Conflicts of Interest may result in sanctions being applied to the Centre.
- f) Hampshire Training Manager will make an annual declaration regarding the status of Hampshire Training Conflict of Interests (Appendix 1) to ITC Awarding Organisation / Body.

5. Responsibilities

5.1 This policy will be reviewed and confirmed by each member of Hampshire Training staff

5.2 A signed copy of the appendix 1+2 should be should be returned to ITC annually

Declaration:

I have read and understood the contents of the Hampshire Training Conflicts of Interest policy and agree to abide by this policy.

Hampshire Training Staff Name	Signature	Hampshire Training Role ie Trainer/Assessor	Date

CONFLICT OF INTEREST ANNUAL DECLARATION TO ITC

Centre Name: Hampshire Training

By completing the ITC Centre undertaking document - C9 as part of your regulatory compliance your Centre has agreed to complete this annual declaration. Identification of conflicts of interest does not mean that approval will be withdrawn, rather your Centre has to agree mechanisms for managing or mitigating the potential COI.

Please **circle** "Yes" or "No" to the following.

I have provided a Centre conflict of Interest policy to all relevant personnel within the Centre **Y N**

Describe how this policy has been provided:

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All Centre staff know their obligations for declaring Conflicts of Interest **Y N**

Provide comment:

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I can confirm that the Centre has no significant or influential relationship with individuals employed by the awarding body or regulators **Y N**

Give further information

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This Centre has the following known Conflicts of Interest:

- | | | |
|---|----------|----------|
| a) Direct or indirect benefits such as employment, gifts, hospitality; | Y | N |
| b) Reciprocal arrangements compromising the ability to make professional judgement; | Y | N |
| c) Family relationships and/or close friendships with learners who are being assessed; | Y | N |
| d) Connections with family members and/or close friendships for training and external assessing of candidates | Y | N |
| e) Trainers with family or close friendship connections who internally verify other Centre staff courses/assessment decisions | Y | N |
| f) Assessment judgements on behalf of learners who are partners or close friends | Y | N |
| g) Any other potential conflict of interest | Y | N |

If answering Yes to any, please provide full details using separate sheet if required

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I can confirm that all reasonable steps have been taken to avoid any part of a learner assessment being undertaken by any person who has a personal interest in the result of its assessment **Y N**

Provide actions taken or not taken

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All known COI will be reported to the awarding body prior to the assessment taking place. **Y N**

Provide details of when/how

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Declaration:

I confirm that this form has been completed to the best of my knowledge and that the information contained within this form is true and correct. I understand that if the information is later found to be false the Centre, may be subject to sanctions imposed by ITC and /or its regulators.

I confirm that the Centres conflicts of interests will be kept under constant review and any actual or potential conflicts will be reported to the ITC Awards Manager as soon as they are identified.

Signature:

Date:

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APPENDIX 2: Hampshire Training Conflicts of Interest Log

Date Declaration made	Qualification Type	Trainer or Assessor Name	Description of Conflict of Interest	Action Taken by Centre agreed with ITC

To be reviewed for recurring issues and mitigation.