

TM/PP/102

CONFLICT OF INTEREST

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Contents

1. Aim of Policy	3
2. Introduction	3
3. What is conflict of interest?	3
4. Roles and Responsibilities	4
5. Actions	4
6. Related Policies	4

CONFLICT OF INTEREST

1. Aim of Policy

The purpose of this policy is to provide guidance to relevant individuals on handling possible conflicts of interest that may arise as a result of Teaching Matters' role as a training provider. This policy applies to all staff and other individuals whenever they interact or potentially interact with any of Teaching Matters' training functions. This policy will:

- define what is meant by conflict of interest
- set out the roles and responsibilities for managing conflict of interest
- Provide examples of potential conflict of interest situations and their consequences.

2. Introduction

- 2.1 Coaches, Lecturers, Assessors and Internal Verifiers acting on behalf of Teaching Matters, including those with whom Teaching Matters has a partnership arrangement, must be free from conflicts of interest that could adversely affect their judgement or objectivity to the organisation in conducting business activities and assignments.
- 2.2 Teaching Matters recognises that coaches and lecturers may take part in legitimate financial, business, charitable and other activities outside of their roles with Teaching Matters but any potential conflict of interest raised by those activities must be acknowledged, disclosed, and in relevant cases properly managed.

3. What is conflict of interest?

- 3.1 A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties.
- 3.2 Examples of Conflict of Interest may include:
 - When an individual has a position of authority in one organisation that conflicts with his or her interests in another organisation.
 - A tutor/assessor at a centre delivering a Teaching Matters qualification where a family member is one of the learners.
 - Interest in any activity that could potentially lead Teaching Matters to act contrary to its interest in developing, delivering and awarding its products and services.
 - When an individual has interests that conflict with his or her professional position.
 - Where someone works for, or carries out work on Teaching Matters behalf, but may have personal interests – paid or unpaid – in another business which either uses Teaching Matters products or services, or produces similar products.
 - Where an individual is undertaking the end-point assessment of apprentices, and have previously trained, managed or assessed the same apprentice(s), during the 'on programme' phase of their apprenticeship.

4. Roles and Responsibilities

This policy applies to any person who carries out any role or activity for, or on behalf of, Teaching Matters including:

- Coaches, Trainers and Lecturers
- Managers
- Senior management
- External consultants, associates and contractors

It is the responsibility of each individual to recognise situations in which they have a conflict of interest, or might reasonably be seen by others to have a conflict; to disclose this conflict and to take such further steps as may be appropriate.

5. Actions

5.1 Most situations require no further action than the completion of the Conflict of Interest form (see page 5).

5.2 In some instances, however, the information declared on the form will require some follow up action in order for the conflict of interest to be managed appropriately. Examples of actions that could be taken include:

- Individual not taking part in discussions or decisions of certain matters.
- Referring certain matters such as assessment, verification and recommendations for credit for decision to others with no vested interest.
- Agreeing not to be involved in a particular project declaring an interest when it is appropriate to do so.
- Referring the matter to Teaching Matters SMT for advice and guidance.

6. Related Policies

TM/PP/109 Malpractice/Maladministration

