

# Conflict of Interest Policy (First Aid Qualifications)

Version	Date	Author	Update Information
1	01/09/2023	LJ	Written in line with STA guidance for first aid qualifications

This policy applies to all first aid qualifications and is written in line with Safety Training Award's (STA) guidance

## Introductory Statement

A personal interest in the outcome of an assessment amounts to a conflict of interest, which poses a risk to the integrity of the assessment.

All workers (staff and tutors) acting on behalf of Training for Care's STA Approved Training Centre, must take responsibility for reporting any personal interest that could adversely affect their judgement or objectivity in conducting assessment.

Training for Care recognises that workers may take part in legitimate activities outside of their roles with Training for Care, but any potential conflict of interest raised by those activities or having a personal interest in the outcome of a learner's assessment must be acknowledged, disclosed, and in relevant cases properly managed.

There is no definitive list of examples of situations that could lead to actual or perceived conflicts of interest and the following examples are by no means exhaustive

- Tutors or IQAs delivering, assessing, marking or quality assuring a learner/tutor with a close or familial tie (husband, wife, partner, family member, friend).
- Tutors or IQAs assessing / quality assuring their own work
- Tutors engaging in some capacity or having a material financial interest in a business outside of Training for Care that is in direct competition with them (or STA).
- Administration staff involved in the processing of STA certification results who have a personal interest in the outcome of the learner through a close or familial tie.

## Procedure

- 1 This policy is issued to all new tutors.
  - 2 Where a conflict of interest is identified, this must be reported immediately to the First Aid Course Director, and to the Short Course Manager/ATC Co-ordinator.
  - 3 The Short Course Manager/ATC Co-ordinator will report the conflict of interest to STA by completing and submitting a conflict of Interest disclosure form.
  - 4 The Short Course Manager/ATC Co-ordinator will record the conflict of interest on the *Record of Conflict of Interest* detailing any mitigating actions. Updates to records or changes of circumstances will be reported to STA by the ATC Co-ordinator.
  - 5 Additional Quality Assurance monitoring activities will be carried out in cases where conflicts of interest are unavoidable. For example:
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- Personal or professional relationship between IQA's, markers, assessors, tutors, and learner
  - All personnel undertaking mandatory regulated qualifications within Training for Care
  - Instances of mutual quality assurance activities between IQAs
- 6 If a breach of this policy is suspected, or if any unforeseen conflicts of interest arise, the ATC Co-ordinator must notify the Head of Compliance and Assurance at STA immediately and an investigation should be carried out.
- A conflict of interest form must be completed providing as much detail as possible
  - A conflict of interest form must also be completed by all personnel on commencement with Training for Care declaring any conflict of interest (the form must be completed even when there are no conflicts of interest to report).
  - If an individual has any changes to their declared circumstances they must notify the Short Course Manager/ATC co-ordinator immediately by completing the conflict of interest disclosure form; the new information should be evaluated, dealt with accordingly and submitted to STA.
- 7 Most situations require no further action however, in some instances, follow up action will be required in order for the conflict of interest to be managed appropriately. The approach agreed between the Centre and the person involved, will be documented and held with the conflict of interest forms. If the individual concerned has any changes to their declared circumstances, they must inform the Short Course Manager/ATC Centre Co-ordinator immediately so that the conflict of interest can be evaluated, and the record updated.
- 8 Where it is unclear how best to deal with a declared potential conflict of interest the matter will be referred to STA.
- 9 Copies of documentation, including details of the action taken to address the conflict of Interest, will be retained for a year after completion of the assessments in question.

**Contact Information:**

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