

Conflict of Interest Policy

Version	Date	Author	Update Information
1	22/01/15	AG	Reviewed 27/09/17 AG; 30/10/18 JW , 13/8/19 JW, 21/10/20 CB;12/4/21 JW
2	23/07/21	CB	Re-written in line with SQA 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, assessors and internal verifiers) acting on behalf of Training for Care's SQA Approved Centre, including those with whom we have a partnership arrangement, must take responsibility for reporting any personal interest that could adversely affect their judgement or objectivity in conducting assessment and/or verification.

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 candidate or 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

- Staff working with a business outside of Tfc's approved centre or Tfc's recognised training provider status that is in direct competition with them.
- Tutors, Assessors and Internal Verifiers participating in the appointment, supervision, evaluation or assessment towards the outcome of the qualification of a candidate with whom they have a close or familial tie.
- Administration staff involved in the processing of SQA certification results or SDS funding claims who have a personal interest in the outcome of the candidate/participant through a close or familial tie.
- Assessors having current or previous work connections with a candidate's workplace.

Procedure

- 1 This policy is issued to all new staff, assessors and internal verifiers and, for each new candidate, assessors and internal verifiers are given details of the candidate, workplace and workplace mentor via an e-form prior to the start of assessment. The e-form states that they must inform the Head of Department of any potential conflict of interest resulting from this information.
- 2 Where a conflict of interest is identified, this must be reported immediately to the Head of Department, or to the SQA Co-ordinator.
- 3 The Head of Department or SQA Co-ordinator will record the conflict of interest on the *Record of Conflict of Interest* and will identify, carry out and record action to neutralize the conflict of interest. Possible actions might include: moving the candidate into another group; changing

assessor/IV/invigator; including the candidate in samples for verification; or having the assessment marking supervised or re-marked.

- 4 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 their Head of Department or SQA Co-ordinator immediately so that the conflict of interest can be evaluated, and the record updated.
- 5 Where it is unclear how best to deal with a declared potential conflict of interest the matter will be referred to Tfc's Management Committee for advice and guidance.
- 6 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.