



Conflict of Interest Policy 2017 - 2018

Policy Statement

The purpose of this policy is to:

- Highlight and illustrate potential situations where conflicts of interest may arise
- Identify the principles that Paragon Training Academy Limited will adopt in the management of conflicts of interest
- Set out what actions should be taken by individuals who encounter conflicts of interest
- Set out how we will manage identified conflicts of interest

Policy Detail

A conflict of interest is where an individual or organisation has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances and it is possible that people working for Paragon Training Academy Limited may encounter potential conflicts of interest from time to time.

Examples include:

- Where somebody has a position of authority in one organisation which conflicts with their interests in another organisation
- Where somebody has personal interests that conflict with their professional position
- Where somebody works for Paragon Training Academy Limited but also carries out paid or unpaid work for another school, college or other educational establishment or awarding body
- Where somebody works for Paragon Training Academy Limited and has friends or relatives taking exams or assessments at the college

It is the responsibility of all Paragon Training Academy Limited staff to ensure they are familiar with the conflict of interest policy and the requirement to disclose any activity that has the potential to represent a conflict of interest.

The ultimate responsibility of the management of potential and actual conflicts of interest lies with the Management Team.

How Paragon Training Academy Limited will implement the Policy

Conflict of interest in the assessment and quality assurance of qualifications

1. Paragon Training Academy Limited will take all reasonable steps to avoid any part of the assessment and internal verification of candidate's work being undertaken by any person who has a personal interest in the result of the assessment.
2. In the event that a conflict of interest is identified in advance and cannot be avoided, the relevant awarding body will be informed as early as possible.
3. In the event that a conflict of interest is identified after it has taken place, the relevant awarding body will be informed and wherever possible the work will be re-assessed, and/or verified by an independent assessor and/or verifier.
4. In the event that there is a connection between any learner and awarding body External Verifier, Paragon Training Academy Limited will inform the relevant awarding body as early as possible.
5. If a conflict is unavoidable the member of staff involved must complete a Conflict of Interest Declaration which will be forwarded to the relevant awarding body.

Should a conflict of interest between a member of staff and a candidate be identified before or during an assessment or examination Paragon Training Academy Limited will:

1. Replace the assessor/invigilator with another suitable member of staff
2. If this is not possible, the candidate will be moved to another assessment or examination room
3. If this is not possible, an additional assessor or invigilator will be allocated to the group
4. If this is not possible and there are no other opportunities for the candidate to be assessed or examined, they will be allowed to take the examination or assessment and the circumstances will be reported to the relevant awarding body.

Conflict of interest in delivering examinations

1. Paragon Training Academy Limited will take all reasonable steps to avoid any part of the assessment process being undertaken by any person who has a personal interest in the result of the assessment. This includes both Invigilators and Speaking Test Assessors and Interlocutors.
2. If a conflict is unavoidable the member of staff involved must complete a Conflict of Interest Declaration which will be forwarded to the relevant awarding body.

Conflict of interest in confidential assessments

1. Contracts of employment for all members of staff require staff to maintain confidentiality whilst in and after employment.

- 2.** Any member of staff who has access to live assessment or examination materials must treat the materials as confidential at all times. These materials may not be used for classroom activities of any kind. They are to be treated as confidential for an indefinite period of time.

Signed.....Date.....

Staff Member

Signed.....Date.....

Director, Paragon Training Academy Limited

The policy is next due for review in August 2018

Appendix 1: Conflict of Interest Declaration

Actual, potential or perceived conflicts of interest could arise from any of the following (the list is not exhaustive – please indicate any possible interest that you may have):

- Previous or current employment (paid or otherwise) at another School, college or Educational establishment
- Previous or current employment (paid or otherwise) at any awarding body
- Appointment to a board, committee, tribunal panel etc. of any awarding body, school, college or other educational establishment
- Contractual relationship with any awarding body, school, college or other educational establishment (e.g Consultant)
- Personal or professional relationship with a candidate who is undertaking a qualification course at Paragon Training Academy Limited

Full Name	
Telephone No	
Email Address	
Subject	

Information for declaration must include:

- The type of interest
- The nature of the interest
- A description of all parties involved in the interest (financial and nonfinancial) and any other relevant information. Eg. Name of awarding body or candidate.

Declaration

I declare that I will not assess, invigilate or internally verify any candidate or their assessments until I have been given approval against the above conflict of interest by Bromley Adult Education.

Signed..... Date.....

OR

I have read the conflict of interest policy and declare that I do not currently have any potential conflicts of interest but I will inform PARAGON if my circumstances change.

Signed..... Date.....

Appendix 2: Conflict of Interest : Change in Circumstance

Individuals remain under a continuing obligation to declare conflicts of interests as they arise. Therefore, should circumstances change after the completion of the initial declaration or a new situation arises, all information must be promptly disclosed to Bromley Adult Education.

Full Name	
Telephone No	
Email Address	
Subject	

Information for the declaration must include:

- The type of interest
- The nature of interest
- A description of all parties involved in the interest (financial or nonfinancial) and any other relevant information. Eg. name of awarding body or candidate.

Declaration

I acknowledge that the above interests exist and to the best of my knowledge have informed Bromley Adult Education College of all the information regarding the change in circumstances.

Signed..... Date.....