

Conflict of Interest Policy, Statement and procedure for a Qualification Centre

Introduction

Sports Leaders UK's Conflict of Interest Policy statement is aimed at our Qualification Centres. It aims to avoid any conflict between respective personal, professional or business interests and the interests of the learners, in any and all actions taken.

Review arrangements

Sports Leaders UK will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback or requests from, or good practice guidance issued by, the regulatory authorities

If you would like to feedback any views please contact Sports Leaders UK via the details provided at the end of this policy.

Overview

For the purposes of this policy 'Conflict of Interest' is defined as any situation where;

- A person who is connected to the assessment, verifying, witnessing or awarding of any qualification to a learner.
- An informed and reasonable observer would conclude that this situation was the case.

Identifying conflict of interest within a Qualification Centre

All Centre stakeholders that have any direct or indirect conflict of interest or relationship with any individual or organisation this must be declared. The roles required to declare a conflict of interest include:

- Centre Course Manager
- Tutor/Assessor
- Internal Verifier
- Independent Witness

Statement for the management of the Conflict of Interest within a Qualification Centre

Under no circumstances should assessment, verification or witnessing of tasks undertaken by a learner be carried out by an individual who has a relationship with a learner e.g. parent or spouse.

Alternative assessment, verification or witnessing arrangements should be made. If this is not possible the conflict of Interest should be declared to Sports Leaders UK to assess and implement actions where necessary.

Management of Conflict of Interest Procedure within the Qualification Centre

The procedure for reporting and managing potential or existing conflicts is as follows:

1. Declare Interest

All Qualification Centre stakeholders are required to complete a declaration of interest form if a conflict of Interest is identified. If there is any doubt that the interest is a conflict, it is recommended that it should be declared so a decision on the extent of the conflict of interest can be made.

The information provided by stakeholders will be processed by the Centre Course Manager for use during a quality assurance visit. If it is the Centre Course Manager declaring a conflict of interest an appropriate manager must assess the conflict and follow the procedure outlined.

Examples of conflict of interest include:

- has a family member who is a learner
- has a family member who works at Sports Leaders UK

2. Resolution of Conflict:

The Centre Course Manager will be advised of any conflict or interest declared and will then:-

- a. Assess the nature of the conflict
- b. Assess the risk or threat to the qualification outcome for the learner affected
- c. Decide whether the conflict is none trivial
- d. Decide what steps to take to avoid or manage the conflict
- e. Create a record of the identified conflict and the steps taken to manage it.

The individual raising the possibility of a conflict will also take part in the discussion, if this is appropriate.

3. Decision

Normally it will be sufficient to reorganise activities and/or key functions so that the conflict is mitigated.

If this is not possible, another solution must be agreed by Sports Leaders UK. The solution should be in proportion to the nature of the conflict; in extreme circumstances, activities may need to be monitored or even restricted. The decision as to how the conflict is managed is final.

Contact us

If you've any queries about the contents of the policy, please contact Sports Leaders UK, Telephone: 01908 689180 or via email: contact@sportsleaders.org or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.

Declaration of Interest Form

This form must be completed when a conflict of interest has been identified within the Qualification Centre to enable effective management of the conflict of interest.

Name	Role on the Sports Leaders UK Course										
Details of the identified Conflict of Interest. For example: <ul style="list-style-type: none"> • has a family member that is a learner, 											
Empty space for details											
Signed		Date									
Actions following discussion: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signed:</td> <td style="width: 50%; border: none;">Date:</td> </tr> <tr> <td style="border: none;">Title:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Signed:</td> <td style="border: none;">Date:</td> </tr> <tr> <td style="border: none;">Title:</td> <td style="border: none;"></td> </tr> </table>				Signed:	Date:	Title:		Signed:	Date:	Title:	
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