

Centre Conflict of Interest Policy

1 General

- 1.1 BIIAB Qualifications Limited¹ (BIIAB) expects a Centre's Conflict of Interest policy to ensure that the arrangements outlined therein provide it with the assurance that all those involved in the assessment process are fully aware of their obligations to declare and monitor any conflicts of interest which may have the potential to put the integrity of BIIAB's qualifications and assessments at risk.
- 1.2 The aim of any such policy is to protect the Centre and the individuals involved with it from any appearance of impropriety or act of self-interest that may adversely impact on its reputation, qualifications / assessments or compliance with any stakeholders to which it is subject.
- 1.3 For the purposes of regulatory conditions, to which BIIAB is subject, a conflict exists where:
 - 1.3.1 interests in any activity undertaken by it, on its behalf, or by a member of its Group have the potential to lead it to act contrary to its interests in the development, delivery, and award of qualifications / assessments in accordance with its Conditions of Recognition;
 - 1.3.2 a person who is connected to the development, delivery or award of qualifications / assessments has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery, or award in accordance with the organisation's regulatory compliance², or;
 - 1.3.3 an informed or reasonable observer would conclude that either of these situations was the case.³
- 1.4 As a Centre you are expected to identify and manage conflicts of interest so that you can take all reasonable steps to ensure that no conflict of interest results in any Adverse Effect.⁴ To that end your staff and those responsible for the internal quality assurance of the delivery, assessment and administration of BIIAB's qualifications and assessments must comply with the Centre's policy and procedures. Staff may include but are not limited to the following:

¹ BIIAB Qualifications Limited is a recognised awarding organisation and part of the Skills and Education Group.

² Regulators may include Ofqual, Qualifications Wales, CCEA, SQA, EQAs for End-point Assessment or any others to which we may be subject.

³ As described by the Regulators in their Conditions of Recognition / SQA Accreditation Regulatory Principles.

⁴ An adverse effect is an act, omission, event, incident or circumstance which gives rise to prejudice to Learners or adversely affects the ability of the AO to comply with the Conditions of Recognition / SQA Accreditation Regulatory Principles, the standards of qualifications or public confidence in qualifications.

- teachers / tutors / trainers;
- assessors;
- invigilators;
- staff who may have access to confidential assessment materials;
- managers;
- Heads of Centre, principals, CEOs; sub-contractors.

1.5 The following are examples of potential conflicts of interest. This list is by no means exhaustive, Centres must identify their own in line with their own business models.

- A member of staff works for a Centre and a family member takes a qualification at the same Centre;
- A member of staff at the Centre is completing a qualification delivered and assessed by the Centre;
- Tutor/assessor/IV working with more than one Centre or private training provider;
- Tutor/assessor/IV partaking in the appointment, promotion, supervision or evaluation of a person with whom they have family connections;
- A member of Centre staff involved in the delivery / outcome of a qualification having a family connection with a registered learner or learner's family.

1.6 Centres are required to keep records of declared conflicts of interest and inform BIIAB of such conflicts that may impact on the delivery, assessment and internal quality assurance of its qualifications. BIIAB will determine and agree with the centre what if any additional action needs to be taken.

2 What Centres need to provide in their Policies

Evidence of the following:

- the purpose of the policy;
- who the policy applies to;
- an explanation of conflict of interest including both personal and commercial;
- examples of conflicts of interest;
- how conflicts of interest are managed;
- how conflicts of interest are reported and to whom.

3 Quality Assurance

This statement is reviewed annually as part of our quality assurance activity to ensure it remains fit for purpose.