



Bromley Adult Education College



Conflict of Interest Policy

Policy and Procedure

2023-24

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Head of Centre signature (Helen Hart)	
Qualifications Officer signature (Veronica Hughes)	
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Policy Statement

The purpose of this policy is to:

- Highlight and illustrate potential situations where conflicts of interest may arise
- Identify the principles that BAEC will adopt in the management of conflicts of interest
- Set out what actions should be taken by individuals who encounter 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 BAEC 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 BAEC but also carries out paid or unpaid work for another school, college or other educational establishment or awarding organisation.
- Where somebody works for BAEC and had friends or relatives taking exams or assessments at the college.

It is the responsibility of all BAEC 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 BAEC will Implement the Policy

Conflict of Interest in the assessment and quality assurance of qualifications

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

- The Conflict of Interest Log will be updated with any Conflict of Interest declarations.

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

- Replace the assessor/invigilator with another suitable member of staff.
- If this is not possible, the candidate will be moved to another assessment or examination room.
- If this is not possible, an additional assessor or invigilator will be allocated to the group.
- 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 organisation

Conflict of interest in delivering examinations

- BAEC 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.
- 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 organisation.

Conflict of interest in confidential assessments

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

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

Full Name	
Job Title	
Details of Conflict of Interest	

Information for declaration must include:

- The type of interest
- The nature of the interest
- A description of all parties involved in the interest (financial or non-financial) and any other relevant information. E.g. Name of awarding organisation 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 College.

SignedDate.....