Conflict of Interest Policy

1. **Introduction**

   The purpose of this Policy is to provide guidance to Associates and other relevant individuals on handling possible conflicts of interest that may arise at in their role with Jill Webb Training (JWT) as a training and education provider, whether they are acting as acting as Trainers, Assessors and Internal Verifiers.

2. **What is a Conflict of Interest?**

   A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances in relation to training and assessment activity, for example:

   - When an individual has a position of authority in one organisation which conflicts with his or her interests in another organisation
   - When an individual has personal interests that conflict with his/her professional position
   - A conflict of interest may generally be defined as a conflict between the official responsibilities of a Tutor, Assessor, and internal verifier and any other interests the particular individual may have and as such could compromise or appear to compromise their decisions
   - Assessment of a person with whom the person, has close or familial ties
   - Tutors and Assessors having a close or familial relationship with the registered learner, or learners' family whilst being involved in decisions about the outcome of their accreditation or qualification or where the person whose remuneration is in part determined by the outcome of the assessment

3. **How Are Conflicts of Interest Managed?**

   All Associates working on behalf of JWT will:

   - Be aware of the definition of a conflict of interest
   - Declare any actual or potential conflict of interest by email to Jill Webb
     - If a conflict of interest is identified, agree with Jill Webb how the situation will be managed to ensure that any conflict of interest does not detrimentally impact on the standards of assessment and training on as well as public confidence
   - If a conflict of interest arises unexpectedly, for example a close friend or relative turns up on a course and the Tutor was not aware of this beforehand, to contact Jill Webb as soon as possible for guidance and advice
   - If a conflict of interest arises on an ITC course, ITC should be notified as soon as possible by Jill Webb or her representative
   - All discussions and agreements about conflict of interest are noted and records are kept in line with the Information Management and Privacy Policy

4. **Declaring a Conflict of Interest**

   Jill Webb Training will take all reasonable steps to ensure a Conflict of Interest does not arise however if this is not possible the following steps will be taken:

- Declarations of actual or potential Conflicts of Interest must be made in writing or by telephone (followed up with written confirmation) to Jill Webb Training as soon as they arise.
- Jill Webb Training will inform the awarding body of such conflict prior to any training/assessing/quality assurance activity being undertaken and seek advice.

- Jill Webb Training will log all Conflicts of Interest and make the log available to the awarding body and/or regulators as requested (Appendix 1).
- Failure to inform Jill Webb Training or the awarding body aware of actual or potential Conflicts of Interest may result in sanctions being applied.
- Jill Webb Training's Manager will make a declaration regarding the status of any Jill Webb Training Conflict of Interests as soon as they arise
- This policy must be reviewed and confirmed by each member of Jill Webb Training staff. This is undertaken as part of the induction programme.

This policy will be reviewed every three years or earlier if a change in legislation, working practices or feedback from clients or partners necessitates.

This Policy was reviewed and updated in August 2024

Appendix 1

Log of conflict of interest
(Kept on secure google drive)

Date	Conflict declared – by who, what conflict of interest is	Action taken