

Conflict of Interest Policy

Introduction

Survive and Save Training is committed to ensuring that individuals undertaking a course, programme of learning, training or any other activity provided by the company do so confidentially, honestly, fairly and with integrity and objectivity.

This policy applies to all tutors, trainers, assessors, internal verifiers and any other personnel associated with Survive and Save Training in delivering its programmes.

Policy Aim

This policy is designed to safeguard the integrity of the programmes and courses delivered by Survive and Save Training, promoting confidence in the objectivity and impartiality of all of its activities.

The policy aims to draw attention to possible conflicts of interest and provide a framework to identify and manage them. This policy does not attempt to identify and cover every possible conflict of interest that may arise but provide some procedures that will allow the application of common sense.

What is a Conflict of Interest?

A conflict of interest is a situation in which an individual, in a position of trust, has a direct or indirect, competing professional or personal interest or loyalties. Friendship, financial interest, membership of an association, society, trusteeship etc can sometimes influence judgements and give the impression that personal motives are involved. These competing interests can make it difficult for people to fulfil their duties because it could:

- Impair the individual's objectivity
- Create an unfair advantage for any person or organisation
- Place the organisation's creditability at risk

An apparent conflict of interest can be as damaging as a real conflict. An apparent conflict of interest may arise where any reasonable person with knowledge of the relevant facts would query the impartiality of the issues being considered.

Example of Conflicts of Interest

Examples of, but not limited to, conflicts of interest where an affected person needs to make a declaration of interest to the company:

- Is employed by the same business or organisation as a learner
- Is a relative or friend of any learner on a course
- Has an interest in the outcome of a service provided to a learner
- Anything where the affected person is likely to make a financial gain or avoid a loss at the expense of a learner

Managing Conflicts of Interest

1. Prior to any course, the tutor/assessor will be requested to identify any potential conflict of interest with the learners to be registered.
2. Where an actual or potential conflict of interest arises complete a Conflict-of-Interest Declaration form and forward to the Company Director at the earliest opportunity. By

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reporting any conflict of interest this will allow Survive and Save Training to review and put into place mitigating measures at the earliest opportunity.

3. The Conflict-of-Interest Declaration will be reviewed to determine if there is a conflict of interest. Where there is a conflict-of-interest appropriate actions will be put in place to remove or reduce any identified conflict of interest by:
 - Rearrangement or transfer of responsibilities eg appointing an alternative assessor, inclusion in IQA sample
 - Replacement of the individual
 - Restricting access to particular information
4. The person making the report will be advised of the outcomes and any specific actions that are put in place
5. The course IQA will be made aware of any conflict of Interest
6. Once a report has been reviewed the outcomes will be recorded and placed on file.
7. Conflict of Interest Declarations will be submitted to the Awarding Organisation, where required, as part of any EQA and Centre Review requirements.

Contact details:

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