

# Occuteach

The Hive  
6 Beaufighter Road  
Weston-super-Mare  
North Somerset  
BS24 8EE

01934 906311

info@occuteach.co.uk  
www.occuteach.co.uk



## Conflict of Interest Policy

### 1. Introduction:

- a. This policy applies to all Occuteach staff, trainers and assessors who are involved in the day to running, training and assessing activities of Occuteach.
- b. All those involved with Occuteach delivery and assessment of qualifications have an obligation to act in a way that does not lead to any conflict of interest.
- c. Definition: A conflict of interest may occur when the personal or business interests of an individual conflicts with their professional duties and responsibilities. Such conflicts could result in damage to the integrity and reputation of the qualifications Occuteach deliver or compromise the validity of a learner assessment and the award.

### 2. This Policy:

- a. Provides a mechanism to protect the course candidates and the integrity of the qualifications offered by ensuring that reasonable steps are taken to mitigate any potential or identified conflicts of interest.
- b. Identifies the main areas where a conflict of interest could occur in order to minimise and eliminate adverse effects
- c. Complies with regulatory bodies requirements and policies

### 3. Examples of Conflicts of Interest.

The following list is not exhaustive but common examples.

- a. Direct or indirect financial gain as a result of actions or involvement;
- b. Direct or indirect benefits such as employment, gifts, hospitality;
- c. Reciprocal arrangements, which compromise the ability to make reliable and professional judgements;
- d. Connections to family relationships and/or close friendships with learners who are being assessed,
- e. Connections with family members and/or close friendships for training and external assessing of candidates,



- f. Trainers with family or close friendship connections who internally verify each other's courses/assessment decisions,
- g. Assessment judgements on behalf of a learner who is their partner or close friend.

#### 4. Declaring a Conflict of Interest

- a. Occuteach 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:
  - i. Declarations of actual or potential Conflicts of Interest must be made in writing or by telephone (followed up with written confirmation) to Occuteach as soon as they arise.
  - ii. Occuteach will inform the awarding body of such conflict prior to any training activity being undertaken and seek advice.
  - iii. Occuteach will log all Conflicts of Interest and make the log available to the awarding body and/or regulators as requested.
  - iv. Failure to inform Occuteach or the awarding body aware of actual or potential Conflicts of Interest may result in sanctions being applied.
  - v. Occuteach Director will make an annual declaration regarding the status of Occuteach Conflict of Interests.
- b. This policy must be reviewed and confirmed by each member of Occuteach staff. A signed copy should be returned to Occuteach.

#### 5. Monitoring and Review

- a. This policy and its procedures will be reviewed regularly for improvements as part of our Quality Assurance requirements. This will ensure it is fit for purpose, reflects the services we deliver to our centres and that we are providing services which are relevant to the requirements of individual needs.

#### 6. Declaration:

- a. I have read and understood the contents of the Occuteach Conflicts of Interest policy and agree to abide by this policy.

This policy has been approved & authorised by:

Lisa Haines  
Owner  
Occuteach  
Date: 26 May 2021