
CONFLICT OF INTEREST PROCESS

Scope

To ensure that the Active Lancashire Training Centre is collecting the key information we need to manage any conflicts in relation to the assessment, and to make sure our centre staff know what their responsibilities are in the mitigation of these conflicts.

What is the purpose of the conflicts of interest process?

The conflicts of interest process is designed to protect the integrity of Active Lancashire Training Centre assessments. We want to make sure they remain fair and that all Training Centre staff are protected where there is potential, or a perception, that they could be influenced by any personal interests.

What is a personal interest?

A personal interest is a “conflict of interest” that relates to a particular individual. A personal interest can be financial or non-financial in nature. An example of this is:

- If a person conducting an investigation into alleged malpractice is actually related to the learner/s accused of malpractice

To determine whether or not a personal interest exists in a particular case, the relevant tests are:

- Has the person carrying out the assessment, investigation or appeal any reason or incentive to make anything other than a good faith decision?
- Would any informed individual have good reason to conclude that such a reason or incentive exists?

The conditions that refer to a ‘personal interest’ do limit what individuals with such an interest can do (and in some cases prohibit them from doing something altogether). We take this approach where the personal interest cannot be mitigated effectively.

Who is responsible for managing the conflicts of interest process at your centre?

The Head of Centre is responsible for managing the conflict- of- interest process, and must determine how they do so. The JCQ regulations explain what must be reported to our Awarding Organisation, NCFE and what information must be kept on record at our centre.

What centre records should be kept regarding conflicts of interest?

- Centre staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for assessments through the Active Lancashire centre.

- Centre staff are taking qualifications at the centre, which include internally assessed components/units.

The Head of Centre must ensure that details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected are clearly recorded. The records may be inspected by NCFE staff. They might be requested in the event of concerns being reported to our awarding organisation. The records must be retained until the deadline for reviews of assessments has passed or until any appeal, malpractice or other results enquiries have been completed, whichever is later.

In addition to the above recording requirements for the centre, if there are any other scenarios which you feel could be, or at least perceived to be, a potential conflict of interest, then they should also be recorded.

When do conflicts of interest declarations need to be submitted to NCFE?

NCFE must be informed about conflicts of interest before the published deadline for entries of:

- Any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- Any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships), or close friends and their immediate family (e.g. son/daughter), for qualifications which include internally assessed components/units.

Declarations can be submitted by using a web form on the NCFE Qual Hub. Once you have submitted your conflict of interest, you do not need to take any further action. The NCFE External Quality Assurance team will get in touch with you within 5 working days if any further information is required. Centres must note that entering members of centre staff for qualifications at their own centre must be a last resort in cases where the member of centre staff is unable to find another centre.

This procedure will be reviewed annually.