

## Conflict of Interest Policy

### Definition

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.

Examples of conflicts of interest:

- When an individual has a position of authority in one organisation which conflicts with their interests in another organisation
- When an individual has personal interests that conflict with their professional position
- Where someone works for or carries out work on Focal Point Training's behalf, but who may have personal interests – paid or unpaid – in another business which either uses Focal Point Training products or services, or produces similar products
- Where someone works for or carries out work on Focal Point Training's behalf, who has friends or relatives taking ILM (City and Guilds) qualifications through Focal Point Training
- When one part of Focal Point Training creates and follows a procedure that conflicts with its regulatory responsibilities in providing ILM qualifications

### Responsibilities

All relevant staff and other individuals have a responsibility to be aware of the potential for a conflict of interest and to ensure that it does not detrimentally impact on the standards of, or public confidence in, regulated units and qualifications.

Each individual has a responsibility to disclose any activity which could be considered a conflict of interest. If there is any doubt whether or not it represents a conflict of interest, it should be reported.

Where there is a potential or actual conflict of interest these are required to be documented.

The line manager will review the situation and resolve the issue. For issues that are not resolvable they will be escalated to the relevant Director.

### Communicating the Policy

We ensure that our associate trainers and support staff have a copy of this policy (and the related anti bribery policy) when they first join our team.

Anyone else may request a copy from our support manager Debbie Stanfield.

### Reviewing the Policy

This policy will be monitored and reviewed annually.