

UK Open College Conflict of Interest Policy

This policy is provided for UK Open College customers, including learners and staff members who are using or delivering the courses and qualifications we offer.

Location of the policy

This policy is available for viewing on the college website for all students and staff members to access as required.

Communication of the policy

It is important that all staff involved in the management, delivery, assessment and quality assurance of qualifications and learners undertaking a course are aware of this policy.

Review of the policy

UK Open College will review the policy annually and revise as and when required in response to feedback, changes in legislation, practices or actions required by any of the affiliated awarding bodies. Our review will ensure that our procedures remain consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Statement of Principles

A conflict of interest occurs when an individual's ability to exercise judgement in their role is affected or influenced by an involvement in another role. The individual cannot exploit their position to obtain a benefit, financial or otherwise. Even a potential or perception of impaired judgement or influence can be seen as a conflict of interest.

Conflict of interest can arise when personal interests influence reviewers in their performance of duties or affect their ability to make decisions in the course of their work. It is important that appropriate care is taken to avoid an actual or perceived conflict of interest.

Definition

All UK Open College staff members will aim to avoid any conflict of interests on a personal or business level. This includes avoidance of actual conflict of interest to include perception of conflicts of interest.

The purpose of this policy is to protect the integrity of UK Open College's decision making process and have confidence in the accreditation process, whilst protecting the reputation of its staff members and learners.

Examples of conflict of interest. (Not restricted to)

- 1: A learner who is related to a member of staff responsible for assessment.
- 2: A learner who has been employed or currently employed by UK Open College.

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Accountability and Responsibility

Staff members are responsible for monitoring and managing incidents or concerns and liaising with the appropriate persons/department. Written disclosure of any interest will be kept on file.

Staff members must excuse themselves from managing any disclosure where there is potential for conflict of interest as defined above.

Confidential information

The relevant departments need to have confidence in the colleges ability to handle confidential information appropriately relating to conflict of interest.

The unauthorised disclosure of such information may undermine the willingness of engaged departments with the process and affect the reputation of UK Open College.

Learners

UK Open College will provide information and guidance for learners with regards to this policy. The company has a responsibility to ensure all learners have access and are of this policy.

Review

UK Open Colleges' Conflict of Interest Policy will be reviewed annually. The review process includes analysis of monitoring data, consultation with and feedback from learners, clients, staff and other stakeholders to determine the impact of the policy and any action required.