CONFLICTS OF INTEREST POLICY

INTRODUCTION

The document outlines both our broad approach to identifying and monitoring all potential/new/actual conflicts of interest that may affect us both now and in the foreseeable future.

This policy aims to negate any conflicts of interest associated with the activities undertaken by Alex D&D Training and/or the activities undertaken on Alex D&D's behalf. It applies to Alex D& D Training employees and Alex D&D training agents which include, but are not limited to:

- consultants,
- examination question and mark scheme developers,
- 3rd parties which provide services such as invigilation,
- markers,
- moderators,
- suppliers,
- external verifiers, and
- centre staff associated with the delivery and assessment of any qualifications e.g. tutors, invigilators, internal verifiers, etc.

REVIEW ARRANGEMENTS

We will review this document annually as part of our self-evaluation arrangements. However, a review will be commissioned earlier should an issue arise in relation to an actual or potential conflict of interest and/or in response to customer, learner or regulatory feedback.

DEFINITION OF A CONFLICT OF INTEREST

A conflict of interest exists in relation to Alex D&D Training where:

- Our interests in any activity undertaken by us or by agents on our behalf has the potential to lead us to act contrary to our interests in the development, delivery and award of

qualifications in accordance with the requirements of Ofqual's 'General Conditions of Recognition',

- A person, including agents, who is connected to the development, delivery or award of qualifications at Alex D&D Training has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in the development, delivery or award process and impact on our compliance with the requirements of Ofqual's 'General Conditions of Recognition', and/or
- An informed and reasonable observer would conclude that either of these situations was the case.

OVERVIEW

We expect to receive notification of actual or potential conflicts of interest that could arise or have arisen before, as soon as they are identified. This identification will come via our Declaration of Interest Form. We expect employees to mitigate where possible and manage, where necessary, any identified actual/potential conflicts of interest.

CONFLICT OF INTEREST PRINCIPLES

In implementing our approach to identifying and managing potential/new/actual conflicts of interest, employees are required to abide by the following principles:

- must be proactive in the identification and management of conflicts of interest that may affect our effectiveness, level of regulatory compliance and/or reputation,
- must be open about the nature of any potential/new/actual conflicts of interest because managing conflicts of interest is about preventing issues from occurring or recurring that may impact on our operational effectiveness and/or regulatory compliance, and
- must strive to identify and deal with conflicts of interest at the earliest opportunity.

DEALING WITH CONFLICTS OF INTEREST AND/OR BREACHES TO THE PROCEDURES OUTLINED IN THIS POLICY

Should there be a breach of this policy and/or unforeseen conflicts of interest emerge, Alex D &D will inform the exam board or awarding body at the earliest opportunity and we will carry out an investigation immediately, along with a review of the associated procedures. The outcomes of the investigation will be reported to the awarding body. Any necessary actions will be determined by the Awarding body and communicated to the individual/agent concerned.

CONTACT US

If you have any queries about the contents of the policy, please contact the Centre manager at:

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Senior Manager Responsible: Head of Centre