

- Leadership
- Skills
- Foundation

Conflict of Interest Policy for Centres



Conflict of Interest Policy for Centres

The scope of this policy

This policy sets out the steps that centres must take to:

- identify any potential conflicts of interest, or personal interests, that centre staff have with other centre staff;
- identify any potential conflicts of interest, or personal interests, that centre staff have with learners/delegates;
- mitigate against the impact of any identified conflict of interest or personal interest;
- inform the Leadership Skills Foundation of any conflicts and the associated mitigation.

Definition

For the purposes of this policy, conflict of interest (or personal interest) occurs where:

- the assessment, verification or awarding of a qualification to a learner/delegate is carried out by an individual who is connected to or not independent of the learner/delegate (e.g. parent/carer/guardian).
- a member of centre staff involved in the administration, delivery, assessment or verification of a Leadership Skills Foundation qualifications is related to, or otherwise connected to, a:
 - learner/delegate registered on a course;
 - another member of centre staff that is involved in the administration, delivery, assessment or verification of a Leadership Skills Foundation courses.
- a member of staff at the centre is connected to the development and design of Leadership Skills Foundation qualifications and their assessment;
- a member of centre staff has a personal interest in the outcome of assessment decisions relating to a learner/delegate successfully achieving a Leadership Skills Foundation qualification (e.g. monetary remuneration based on learners/delegates being awarded a qualification).
- an informed and reasonable observer could conclude that any of these situations was the case.

The responsibilities of the centre

Identifying conflict of interest within a centre

The centre manager is responsible for:

1. identifying any conflict of interest*;
2. resolving that conflict of interest through the centre's own conflict of interest policy and procedures;
3. recording the details of any conflicts and their resolution so that they can be shared with the Leadership Skills Foundation on request;
4. declaring details of the conflict of interest to the Leadership Skills Foundation if the conflict cannot be resolved through the centre's own conflict of interest policy.

*Under no circumstances should a person who has had a potential conflict identified, and has not been resolved, undertake any delivery, assessment or verification of a Leadership Skills Foundation qualification until these steps have been followed.

Declaration of a conflict of interest

If a conflict of interest cannot be resolved through the centre's own policies, the centre manager must submit a [Conflict of Interest Declaration Form](#) to the Leadership Skills Foundation if a conflict of interest is identified.

If there is any doubt that the interest is a conflict, it is recommended that it should be declared so a decision on the extent of the conflict of interest can be made by the Leadership Skills Foundation.

Within this declaration, the centre manager must:

- describe the nature of the conflict;
- propose what steps the centre will take to avoid or manage the conflict;
- identify the appropriate person at the centre to contact if the conflict of interest is about themselves.

The responsibilities of the Leadership Skills Foundation

The Leadership Skills Foundation will confirm receipt of the declaration within five working days. The following process is then followed by the Leadership Skills Foundation:

1. Review the declaration of the conflict of interest.
2. Guidance on a resolution of the conflict of interest.

3. Decision on managing the conflict of interest.

Resolution of the conflict of interest

For all declarations received, the Leadership Skills Foundation will ensure that the person making the decision does not have a conflict of interest with the centre and/or learner(s)/delegate(s).

To make a decision on a resolution to a conflict of interest the Leadership Skills Foundation will:

- assess the nature of the conflict;
- assess the risk or threat to the qualification outcome for the centre and/or learner(s)/delegate(s) affected;
- decide whether the conflict is non-trivial;
- decide what steps to take to avoid or manage the conflict;
- create a record of the identified conflict and the steps taken to manage it.

The centre manager may be contacted to discuss alternative solutions to the one proposed, if this is appropriate.

The solution will be in proportion to the nature of the conflict. In extreme circumstances, activities may need to be monitored or even restricted.

Decision on managing the conflict of interest

The Leadership Skills Foundation will make a decision on the arrangements to manage a conflict of interest and communicate this within 20 working days of receiving the declaration.

The decision by the Leadership Skills Foundation as to how the conflict is managed is final.

Appealing against the decision

If a centre disagrees with the decision made by the Leadership Skills Foundation, they should appeal in accordance with Appeals Policy.

Policy review arrangements

The Leadership Skills Foundation will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to centre, learner/delegate and third party feedback or requests from, or good practice guidance issued by, the regulatory authorities

Contact us

If you would like to feedback any views, please contact the Leadership Skills Foundation via policies@leadershipskillsfoundation.org or in writing to the Leadership Skills Foundation, Loughton Lodge, Bradwell Road, Milton Keynes, MK8 9LA.



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