



Conflicts of Interest Policy

Version Number	1.0
Description	This document informs how Conflicts of Interest Policy is implemented throughout the Academy.
Target Audience	This policy is relevant to all staff, contractors, and members of the public
Author	AIMS Academy

It is a requirement for all tutors / trainers / teachers, assessors, internal quality assurers and anyone else involved in the delivery and assessment of OTHM qualifications to disclose any actual or potential conflict of interest and the centre should have a policy in place for dealing with this. The policy should include:

A definition of Conflict of Interest and what may constitute a conflict.

A conflict of interest as a position where an individual or the center, has competing interests. In these cases, there is a conflict of interest, and this may influence the decisions, so they become invalid.

Conflicts of interest can arise in a variety of circumstances and the list below is provided as examples:

- Where an individual has a position in another organization and may seek to influence.
- Where a director and/or shareholder of the center is involved in assessment or internal verification.
- Where an individual has confidential information for example on assessment material and is also involved in teaching, delivering training events or providing guidance on that qualification.

AIMS Academy believes that all concerns of the center must maintain the integrity of the awarding organization, the qualifications, as well as their own integrity. The policy aims to support this principle

The process for declaring any conflict of interest:

- All tutors, assessors, internal quality assurers must complete a conflict of interest form on appointment to the organization.
- The form is to be completed even when the individual has no conflicts of interest to declare.
- The conflict of interest declaration is updated on an annual basis by all staffs.
- The information held on the conflict of interest form is held centrally and monitored by a designated person at the Centre.
- If the individual concerned has any changes to their declared circumstances, they must inform their line manager immediately in writing.

How declared conflicts of interest will be deal with and by who.

AIMS Academy acknowledges that it is not always possible to pre-empt when a conflict of interest is likely to arise. However, when a conflict or potential conflict is identified this needs to be managed.

The AIMS Academy Board

1. The Board has ultimate responsibility for ensuring the Conflict of Interest Policy is fit for purpose, is appropriately disseminated, and managed effectively.

Individuals

1. Individuals involved in the management, governance, delivery, development, quality assurance or promotion of AIMS Academy must read and take note of the AIMS Academy Conflicts of Interest Policy.
2. Individuals will complete a conflicts of interest form when being contracted for their role and this will be held on file for the duration of their work with AIMS Academy.
3. AIMS Academy should always disclose an activity if they are in doubt about whether it represents a conflict. It is the responsibility of individuals such as associates, directors, committee members or staff to inform OTHM, when their roles and responsibilities at other organizations change and may create a potential conflict of interest.

Managers

- Managers must ensure that all stakeholders of AIMS Academy are informed about the contents of the policy. All AIMS Academy staff and associates are required to sign a declaration stating any potential Conflict of Interest that has or may occur when they

enter into a contract. AIMS Academy have systems in place to identify and manage any potential conflicts of interest in assessment and internal quality assurance. These policies and systems will be reviewed by OTHM to ensure they are fit for purpose and judgements will be recorded in reports.

- AIMS Academy encourages the continuous development of center staff and would not wish to prevent staff from studying for an OTHM qualification.
- A written record of the outcome of how any identified conflict is dealt with

Monitoring the Policy

The policy and procedures will be reviewed every year or as required as part of the document management process. This will ensure that the policy continues to be fit for purpose and reflects the types of conflicts that may arise and how those conflicts are managed.

References

<https://www.othm.org.uk/>

<https://www.athe.co.uk/>

<http://www.bteb.gov.bd/>