

# SLQ Conflict of Interest Statement, Policy and Procedure for an Approved Centre

## Introduction

SLQ's Conflict of Interest Statement, Policy and Procedure statement is aimed at our Centres. It aims to avoid any conflict between respective personal, professional or business interests and the interests of the learners, in any and all actions taken.

## Review arrangements

SLQ will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback or requests from, or good practice guidance issued by, the regulatory authorities. All Centres will be notified of any changes to the policies and procedures through the Briefing for Centres.

If you would like to feedback any views, please contact SLQ via the details provided at the end of this policy.

## Definition

For the purposes of this policy 'Conflict of Interest' occurs when;

- The assessment, verification or awarding of a qualification to a learner is carried out by an individual who is connected to or not independent of the learner (e.g. parent/carer/guardian).
- An informed and reasonable observer would conclude that this situation was the case.

## Identifying conflict of interest within a Qualification Centre

All Centre stakeholders that have any direct or indirect conflict of interest or relationship with any individual or organisation this must be declared. The roles required to declare a conflict of interest include:

- Centre Course Manager
- Tutor/Assessor
- Internal Verifier
- Independent Witness

## Statement for the management of the Conflict of Interest within a Qualification Centre

Under no circumstances should assessment, verification or witnessing of tasks undertaken by a learner be carried out by an individual who has a relationship with a learner e.g. parent/carer/guardian/spouse.

Alternative assessment, verification or witnessing arrangements should be made. If this is not possible the conflict of Interest should be declared to SLQ to be assessed and actions implemented where necessary.

## Management of Conflict of Interest Procedure within the Qualification Centre

The procedure for reporting and managing potential or existing conflicts is as follows:

### 1. Declare Conflict of Interest

A Centre stakeholder are required to complete a 'Conflict of interest form' (at the end of policy) 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.

The information provided by stakeholders will be processed by the Centre Course Manager for use during a quality assurance visit. If it is the Centre Course Manager declaring a conflict of interest an appropriate manager must assess the conflict and follow the procedure outlined.

Examples of conflict of interest include:

- has a family member who is a learner
- has a family member who works at Sports Leaders UK/SLQ

### 2. Resolution of Conflict

The Centre Course Manager will be advised of any conflict of interest declared and will then: -

- Assess the nature of the conflict
- Assess the risk or threat to the qualification outcome for the learner 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 individual raising the possibility of a conflict will also take part in the discussion, if this is appropriate.

### 3. Decision

Normally it will be sufficient to reorganise activities and/or key functions so that the conflict is mitigated.

If this is not possible, another solution must be agreed by SLQ. The solution should be in proportion to the nature of the conflict; in extreme circumstances, activities may

need to be monitored or even restricted. The decision by SLQ as to how the conflict is managed is final.

#### Contact us

If you've any queries about the contents of the policy, please contact SLQ, Telephone: 01908 689180 or via email: [policy@slqskills.org](mailto:policy@slqskills.org) or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.

## Declaration of Conflict of interest

This form must be completed when a conflict of interest has been identified within the Centre to enable effective management of the conflict of interest.

Name	Role on the Sports Leaders UK/SLQ Course		
<b>Details of the identified Conflict of Interest. For example:</b>			
<ul style="list-style-type: none"> <li>• has a family member that is a learner,</li> </ul>			
<b>Signed</b>		<b>Date</b>	
Actions following discussion:			
Signed: Title:	Date:		
Signed: Title:	Date:		