



Document Administration

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Conflicts of Interest Statement for Externally Awarded Qualifications

(This must be read in partnership with the Nepotism and Personal Relationships Policy and the Employee Handbook)

Introduction

1. Bishop Grosseteste University (BGU) is committed to identifying and monitoring conflicts of interest that relate to it, or to any scenario in which it is reasonably foreseeable that conflicts of interest may arise in the future. BGU is also committed to effectively managing conflicts of interest and in particular:
 - a) taking all reasonable steps to ensure that no conflict of interest which relates to it has an adverse effect;
 - b) where a conflict of interest has had an adverse effect, taking all reasonable steps to mitigate the adverse effect as far as possible.
2. For the purposes of this policy a conflict of interest in relation to BGU is where:
 - a) BGU's interests in any activity undertaken by it, or on its behalf, have the potential to lead it to act contrary to its interests in the development and delivery of externally awarded qualifications;
 - b) a person who is connected to the delivery of externally awarded qualifications, wholly or in part, delivered by BGU has interests in any other activity which has the potential to lead to conflict;
 - c) an informed and reasonable observer would conclude that either of these situations was the case.

Identifying potential conflicts of interest

3. The Delivery Team have a responsibility to ensure that the potential for conflict of interest is managed effectively. Any current conflicts, or scenarios in which it is reasonably foreseeable that any future conflict of interest could arise, must be identified and then monitored effectively. Conflicts of interest will be recorded through the submission of a Declaration of Interest Form and reported to the Governance and Compliance Office.
4. BGU will assess potential conflicts of interest prior to the enrolment of an apprentice/student, and where appropriate will take measures to mitigate the effects or potential for specific conflicts of interest.

Managing potential conflicts of interest Procedures

5. The following overarching scenarios have been identified within BGU's current structure and systems which could lead to conflicts of interest:
 - a) the potential for conflict of interest where the university incurs a cost for its employees undertake an externally awarded qualification it delivers, and has a role in its employees' assessment;



- b) the potential for conflict of interest where the University has a commercial relationship with an organisation whose employees take part in an externally awarded qualification delivered by BGU;

- c) the potential for conflict of interest arising from assessment being undertaken by assessment personnel who have a personal interest in the result of the assessment;

These scenarios will be reviewed regularly to assess their validity and the effectiveness of mitigation measures outlines below.

6. The potential for conflict of interest where the university undertakes an externally awarded qualification that it delivers, and has a role in its employees' assessment

Externally awarded qualifications delivered by BGU are normally accredited by an independent awarding body that undertakes external verification. The elements of externally awarded qualifications assessed in-house are subject to moderation by independent assessors appointed by the awarding body to ensure consistency with national standards.

7. The potential for conflict of interest where the University has a commercial relationship with an organisation whose employees take part in an externally awarded qualifications programme delivered by BGU.

Externally awarded qualifications delivered by BGU are accredited by an independent awarding body that undertakes external verification. The elements of externally awarded qualifications assessed in-house are subject to moderation by independent assessors appointed by the awarding to ensure consistency with national standards.

8. The potential for conflict of interest arising from assessment being undertaken by assessment personnel who have a personal interest in the result of the assessment

There is a potential for conflict of interest if BGU assessor were to undertake an assessment with whom they have a personal connection outside of the learning environment. Where this is identified an alternative assessor will be allocated.

The Delivery Team is required to oversee and manage conflict of interest in relation to internal assessment and to bring any unresolved issues to the immediate attention of the Governance and Compliance Office.

Monitoring the management of potential conflicts of interest

- 9. The management of potential conflicts of interest are monitored as follows:
 - a) current and potential future conflicts of interest are kept under review as part of the remit of the Governance and Compliance Office;
 - b) reports are made to the Governance and Compliance Office as part of the self-evaluation procedure;
 - c) guidance from the regulators and awarding bodies is reviewed and the policy is updated when appropriate to comply with best practice – the policy is reviewed at least annually to ensure it remains up to date and fit for purpose.



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10. Information from monitoring activities will be made available as part of the self-evaluation procedure and on request.