



Introduction

This policy sets out how Gardiner Associates Training and Research (GATR) will prevent and address issues that arise from real or perceived conflicts of interest in the delivery of its assessments.

GATR will ensure that all assessments are carried out with integrity. It is a condition of centre approval by Skills for Justice Awards that an approved centre must have a process to identify, monitor and manage any conflicts of interest in assessment outcomes.

As a centre we will take all reasonable steps to avoid any part of the assessment of a learner being undertaken by any person who has a personal interest in the result of the assessment. This includes internal marking, assessment and quality assurance activities.

We will promptly notify Skills for Justice Awards when it has cause to believe that an event has occurred (or is likely to occur.)

Definitions

GATR defines a conflict of interest as:

- an interest or activity undertaken by any person that has the potential to lead that person to act contrary to GATR assessment process best interests in the delivery of assessments.
- a person directly connected to the delivery of assessments or in any other activity which has the potential to lead that person to act contrary to his or her interests in the delivery of assessments.

Roles and Responsibilities

Centre Staff:

- Are familiar with this policy and the centre's own conflict of interest policy.



- Are familiar with the implications of conflicts of Interest when delivering, assessing and internally quality assuring SFJ Awards qualifications.
- Notify the Head of Centre immediately of any actual or potential conflicts of interest that may arise.

Heads of Centre:

- Identify, manage and resolve any actual or potential conflicts of interest in delivery, assessment and internal quality assurance that may arise.
- Ensure staff meet the terms of SFJ Awards centre approval requirements outlined in the Approved Centre Criteria and SFJ Awards' Centre Handbook.
- Ensure centre staff are familiar with this policy and the SFJ Awards Conflict of Interest policy and the requirement to disclose any activity that has the potential to represent a conflict of interest.
- Maintain and monitor a conflicts of interest register.

Identifying and Declaring Conflicts of Interest

Individuals should not be involved in the assessment or the quality assurance of assessment decisions at a centre in which they have a personal interest or, where this happens, they must ensure that the assessment process is subject to scrutiny by those without personal interest.

Those acting on behalf of GATR must be free from an interest that could adversely influence their judgment, objectivity or loyalty to the organisation in conducting their activities. Where a conflict of interest is identified, it must be reported to the Head of Centre.

Conflicts of interest are recorded by Head of Centre in the Conflict of Interest Register held by GATR's Managing Director. The conflict of interest register records the nature of the conflict, the potential adverse effect, the mitigating actions to be taken and the timescales for these actions.

The register is reviewed by the Managing Director, Director of Training and Head of Centre.



Centre Staff - must report any actual or potential conflicts of interest to the Head of Centre. Conflicts of interest will be monitored by the Head of Centre and checked by the centre's allocated SFJ Awards EQA as part of their ongoing compliance monitoring of the centre.

Managing conflicts of Interest

Governance

The requirement to declare an interest is a standard agenda item for all GATR Annual Centre Meetings.

Contact

To discuss anything which may relate to an issue in relation to this policy contact should be made to:

Head of Centre

GATR Assessment Centre

enquiries@gatr.co.uk

Postal address and telephone contact:

Gardiner Associates Training and Research (GATR)

Phoenix House, 251 Carr Road, Northolt, UB5 4RN

Tel: 0845 83 99 838

Mob: 0758 184 3737

We will respond within 5 working days of receipt.



Policy Review

This policy will be reviewed by the Head of Centre and IQA on a yearly basis and revised as necessary in response to lessons learnt, customer feedback, changes in legislation and guidance from Skills for Justice Awards.

Our policies are available on our website and on our Online Learning Portal