

<b>Title:</b> Policy – Conflict of Interest	<b>Department:</b> Training
<b>Author:</b> S Patel	<b>Approved:</b> Rev. 01 – 09/04/2026

# Conflicts of Interest Policy

- 1.1 ARCA and ATaC are committed to ensuring that the delivery, assessment, and quality assurance of all training and qualifications are free from undue influence, bias, and partiality.
- 1.2 This policy sets out how conflicts of interest are identified, declared, managed, and recorded across all training, assessment, and quality assurance activities.

## 2 Purpose

- 2.1 The purpose of this policy is to protect the integrity of our training and qualifications by ensuring that any situation where a personal or professional interest could influence, or appear to influence, an individual's role is identified and appropriately managed.

## 3 Scope

- 3.1 This policy applies to all staff involved in the delivery, assessment, internal quality assurance, or administration of training and qualifications provided by ARCA and ATaC. This includes, but is not limited to:
  - 3.1.1 Lead Trainers and trainers
  - 3.1.2 Assessors
  - 3.1.3 Lead and Internal Quality Assurers (IQAs)
  - 3.1.4 Administrative and management staff
  - 3.1.5 Any contractor, peripatetic, or third-party staff carrying out functions on behalf of ARCA / ATaC

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## 4 What is a Conflict of Interest?

4.1 A conflict of interest arises when an individual's personal, financial, or professional interests could compromise, or could be perceived to compromise, their impartiality in performing their role. Examples include, but are not limited to:

- 4.1.1 Assessing or quality-assuring the work of a family member, close friend, or personal acquaintance.
- 4.1.2 Having a financial interest in the outcome of an assessment or qualification result.
- 4.1.3 Having a prior or current employment relationship with a candidate that could create bias.
- 4.1.4 Being involved in the training of a candidate and also being asked to assess or quality-assure that same candidate's work.
- 4.1.5 Any other relationship or circumstance that could reasonably be perceived to affect impartiality.

## 5 Declaration of Conflicts of Interest

5.1 All staff are required to declare any actual or potential conflict of interest before undertaking any training delivery, assessment, or quality assurance activity. Declarations must be made:

- 5.1.1 At the point of appointment or engagement with ARCA or ATaC, by signing the relevant declaration form (QA-018 Qualified Assessor's Declaration or equivalent).
- 5.1.2 As soon as a potential conflict becomes apparent during the course of any activity.
- 5.1.3 To the Training Manager or Lead IQA, by phone upon identification and followed up with an email.

5.2 Failure to declare a known conflict of interest will be treated as a serious matter and may result in disciplinary action or removal from the relevant activity.

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## 6 Managing Conflicts of Interest

6.1 Where a conflict of interest is declared or identified, the Training Manager will determine the appropriate course of action. Options include:

6.1.1 Reassigning the assessment or quality assurance activity to another suitably qualified individual.

6.1.2 Documenting the conflict and the steps taken to manage it, where reassignment is not practicable.

6.1.3 Referring the matter to the relevant awarding body where required.

6.2 All decisions regarding the management of a conflict of interest will be recorded and retained as part of the quality assurance records.

## 7 Recording and Monitoring

7.1 ARCA and ATaC will maintain a conflicts of interest register. This register will record:

7.1.1 The nature of the declared conflict.

7.1.2 The individual involved and their role.

7.1.3 The steps taken to manage or mitigate the conflict.

7.1.4 The outcome and any follow-up actions.

7.2 The conflicts of interest register will be reviewed as part of the annual management review and will be made available to awarding bodies upon request, or third party organisations as part of their quality assurance requirements.

## 8 Annual Review

8.1 This policy will be reviewed annually by the Training Manager to ensure it remains current and appropriate. Any material changes will be communicated to all relevant staff.

8.2 Where quality assurance interventions or external audits identify concerns relating to conflicts of interest, any required actions will be completed within the agreed timescales and this policy will be updated accordingly.

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## 9 Responsibilities

9.1 The Training Manager is responsible for:

- 9.1.1 Ensuring all staff are aware of this policy and their obligations under it.
- 9.1.2 Receiving and recording declarations of conflicts of interest.
- 9.1.3 Determining and implementing appropriate management actions.
- 9.1.4 Maintaining the conflicts of interest register.
- 9.1.5 Ensuring this policy is reviewed annually.

9.2 All staff are responsible for:

- 9.2.1 Familiarising themselves with this policy.
- 9.2.2 Declaring any actual or potential conflict of interest promptly and honestly.
- 9.2.3 Cooperating with any management actions put in place to address a declared conflict.