Conflict of Interest Policy – Qualifications and Assessments

Responsible Senior Manager:	Director of Teaching, Learning & Quality
Effective Date:	September 2026
Related Policies:	Code of Conduct Internal Verification Policy
Approved By:	Executive Team
Next Review Date:	September 2029

HSDC COLLEGE GROUP

Contents

1. Who does this policy apply to? 4
2. What is a conflict of interest? 4
3. Our commitment to managing conflicts of interest at HSDC College Group 5
4. Who is responsible for managing and reporting conflicts of interest? 5
5. Dealing with a potential and/or actual conflict of interest 5

Foreword

The purpose of this policy is to protect our integrity as an education provider and the integrity of our qualifications and assessments. It is designed to support our staff by providing guidance on handling possible conflicts of interest that may arise. This policy:

- Defines what is meant by conflict of interest.
- Describes the role of conflict of interest in the context of working for HSDC College Group.
- Sets out the responsibilities for managing conflict of interest at each level in the organisation.

1. Who does this policy apply to?

1.1 This policy applies to individuals involved with any aspects of the creation, marketing, sales, distribution, marking or any other activity connected with our qualifications, tests and assessments, and supporting resources and services. This includes:

- Executive Team
- College Leadership Team
- Teaching staff
- Business support staff
- Agency workers
- Verifiers and examiners
- Assessors

2. What is a conflict of interest?

2.1 A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions if it is not properly managed.

2.2 Conflicts of interest can arise in a variety of circumstances relating to awarding organisation or End-Point Assessment Organisation activity. The following are examples of conflicts and do not represent an exhaustive list:

- Where the training delivery function and the awarding function rest within one organisation.
- When an individual has a position of authority in one organisation that conflicts with their interests in another organisation.
- Where someone works for or carries out work on our behalf, who has friends or relatives taking our assessments or exams.
- When an individual has interests that conflict with their professional position.
- Where someone works for or carries out work on our behalf but may have personal interests –paid or unpaid- in another business which either uses our products and services or produces similar products.
- Where an individual/organisation is undertaking the end-point assessment of apprentices for an organisation within which they have previously trained, managed or assessed the same apprentice(s), during the ‘on-programme’ phase of their apprenticeship.

3. Our commitment to managing conflicts of interest at HSDC College Group

3.1 There will be an annual cycle of declaration to ensure commitment and awareness of any conflicts of interest. ALL colleagues must complete an annual survey, even if they do not have a conflict. No members of staff are permitted to take A level, GCSE or Functional Skills exams at the centre where they work; we have arrangements with local centres for staff to take the exams elsewhere. Vocational courses are only permitted as a last resort with evidence that all steps have been taken to find another centre.

4. Who is responsible for managing and reporting conflicts of interest?

4.1 The Examinations team are responsible for recording and managing any incidents of conflict of interest and reporting any incidents to the relevant governing body. The Examinations team will also report any incidents to the Executive Team.

5. Dealing with a potential and/or actual conflict of interest

5.1 The Examinations team with take steps to manage the conflict e.g.

- Provide an alternative assessor, internal verifier, invigilator or support worker who is not related to any student.
- Inform the awarding body if the teacher is the only available specialist in that subject area to seek their permission and to arrange for any additional scrutiny to monitor fair and impartial approaches.
- Record the conflict of interest in the conflict-of-interest log maintained by the examinations team.
- Provide details of conflicts of interest to the Quality Team to support visiting External Quality Assurers and External Examiners or others associated with the awarding body for the relevant qualification.

If a student or staff member believes that a declaration of conflict of interest has not been managed correctly, they may raise a complaint in line with the Complaints Policy.

Revisions				
Version Number	**Section Reference**	**Summary of Changes**	**Author**	**Date**
1.1	Front Page Whole Policy Section 5.1	Update Responsible Senior Manager to Director of Teaching, Learning & Quality Update HSDC to HSDC College Group as per new branding guidelines Examinations team provide the Quality Team with details of any conflict of interest for internally assessed, externally quality assured qualifications.	Quality Office	10/2026