

FIRSTAID4LIFE Limited

Conflict of Interest

1.0 Introduction:

1.1 This policy applies to all FIRSTAD4LIFE LIMITED staff, trainers and assessors who are involved in the day to day running, training and assessing activities of FIRSTAD4LIFE LIMITED.

All those involved with FIRSTAD4LIFE LIMITED delivery and assessment of Awarding Organisation (AO) qualifications have an obligation to act in a way that does not lead to any conflict of interest.

1.2 Definition: A conflict of interest may occur when the personal or business interests of an individual conflicts with their professional duties and responsibilities. Such conflicts could result in damage to the integrity and reputation of the AO qualifications that FIRSTAD4LIFE LIMITED deliver or compromise the validity of a learner assessment and the award.

2.0 This policy:

- Provides a mechanism to protect the course candidates and the integrity of the AO qualifications by ensuring that reasonable steps are taken to mitigate any potential or identified conflicts of interest.
- Identifies the main areas where a conflict of interest could occur in order to minimise and eliminate adverse effects
- Complies with regulatory bodies requirements and policies

3.0 Examples of Conflicts of Interest. The following list is not exhaustive but common examples.

- 3.1 Direct or indirect financial gain as a result of actions or involvement;
- 3.2 Direct or indirect benefits such as employment, gifts, hospitality;
- 3.3 Reciprocal arrangements which compromise the ability to make reliable and professional judgements;
- 3.4 Connections to family relationships and/or close friendships with learners who are being assessed
- 3.5 Connections with family members and/or close friendships for training and external assessing of candidates
- 3.6 Trainers with family or close friendship connections who internally verify each other's courses/ assessment decisions
- 3.7 Assessment judgements on behalf of a learner who is their partner or close friend.

4.0 Declaring a Conflict of Interest

FIRSTAD4LIFE LIMITED will take all reasonable steps to ensure a Conflict of Interest does not arise however if this is not possible the following steps will be taken:

- 4.1 Declarations of actual or potential Conflicts of Interest must be made in writing or by telephone (followed up with written confirmation) to FIRSTAD4LIFE LIMITED as soon as they arise.
- 4.2 FIRSTAD4LIFE LIMITED will inform the Awarding Organisation of such conflict prior to any training activity being undertaken and seek advice.
- 4.3 FIRSTAD4LIFE LIMITED will log all Conflicts of Interest and make the log available to the Awarding Organisation and/or regulators as requested (Appendix 2).
- 4.4 Failure to inform FIRSTAD4LIFE LIMITED or the Awarding Organisation aware of actual or potential Conflicts of Interest may result in sanctions being applied
- 4.5 FIRSTAD4LIFE LIMITED Director will make an annual declaration regarding the status of FIRSTAD4LIFE LIMITED Conflict of Interests (Appendix 1) .

By definition all staff working for or representing the interests of FIRSTAD4LIFE LIMITED will be required to review this policy and, by default, will accept and abide by all of the conditions contained within it when pursuing their responsibilities on behalf of FIRSTAD4LIFE LIMITED. This includes all sections in the following Appendix.

Appendix 1: CONFLICT OF INTEREST ANNUAL DECLARATION

Centre Name: FIRSTAD4LIFE LIMITED

1. All staff have read and agreed to the FIRSTAD4LIFE LIMITED Conflict of Interest Policy
2. All staff are aware of their obligation to the declaring of Conflicts of Interest.
3. FIRSTAD4LIFE LIMITED has no significant or influential relationship with its Awarding Organisation or regulators.
4. No member of FIRSTAD4LIFE LIMITED staff in this Centre have a financial interest in its awards.
5. All reasonable steps have been taken to avoid any part of a learner assessment being undertaken by any person who has a personal interest in the result of its assessment (e.g. the assessor is the partner/related to the learner etc.).
6. Any exceptions will be reported to the Awarding Organisation as soon as possible and prior to the assessment taking place.

Declaration:

FIRSTAD4LIFE LIMITED confirm that the information contained in this policy is true and correct.

FIRSTAD4LIFE LIMITED understand that if the information is later found to be false FIRSTAD4LIFE LIMITED may be subject to sanctions imposed by the AO and /or its regulators.

It is confirmed that FIRSTAD4LIFE LIMITED conflicts of interests will be kept under constant review and any actual or potential conflicts will be reported to the AO as soon as they are identified.

APPENDIX 2: Conflicts of Interest Log

Date Declaration made	Course Type	Trainer/Assessor	Conflict of Interest	Action Taken

To be reviewed for recurring issues and mitigation.