



GTA Conflict of Interest Policy

This policy applies to all members of GTA (including staff, learners, and volunteers) who access training at the GTA.

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Introduction

Doncaster, Rotherham and District Motor Trades GTA (GTA) is committed to ensuring that individuals undertaking a course, programme of learning, training or any other activity provided by the company do so confidentially, honestly, fairly and with integrity and objectivity.

This policy applies to all tutors, trainers, assessors, internal quality assurers and any other personnel associated with the GTA in delivering its qualifications and programmes.

Scope

This policy aims to draw attention to possible conflicts of interest and provide a framework of managing them. This policy does not attempt to identify and cover every possible conflict of interest situation that may arise.

What is a Conflict of Interest?

A conflict of interest is a situation in which an individual has a direct or indirect, professional, or personal interest in the outcome which may lead to them acting contrary to the norm.

A conflict of interest may arise in a variety of differing situations associated with the development and delivery of qualifications, examples being (this list is not exhaustive):

- Where an individual is internally or externally marking assessments of a candidate who is a friend or relative
- An assessment and quality assurance activity that is undertaken by the same person
- An assessor or Quality Assurer who works for multiple stakeholders and has difficulty being impartial
- An individual who may gain personally from any company that the Centre has dealings with

Common situations where a conflict of interest is likely to occur are:

- Assessments of candidates
- Invigilation of candidates
- Certification of candidates
- Internal management functions
- Internal Staff training
- Engagement with suppliers

Responsibilities

It is the responsibility of all persons when involved in the assessment of qualifications, internal quality assurance and other associated activities that they meet the GTA's assessment strategy, to:

- Conduct their activities so that the aims of the GTA assessment strategy are implemented
- Ensure that they make their role clear and separate this from their other functions, as far as possible
- Monitor their activities, to maintain the integrity of the assessment
- Devote enough time and intellectual ability to their responsibilities
- Recognise and report any potential or existing conflict

The possibility of a conflict or potential conflict may be declared by any key stakeholder as an entity or any individual.

Managing Conflict

To implement this policy, based on a review of any declaration and supporting information received it will be determined if the affected person has an actual, potential, or apparent conflict of interest. It may be required that appropriate actions are taken to reduce or remove any identified conflict of interest by:

- Disclosure to other interested parties
- Restricting access to specific information
- Rearrangement or transfer of responsibilities e.g. appointing an alternative assessor
- Replacement of the individual

In many cases, a declaration of interest and undertaking by the affected person to relevant parties to prioritise the interests of the GTA will be sufficient. Once a report has been reviewed the outcomes will be recorded and placed on file. The person making the report will be advised of the outcomes, subject to any areas of specific confidentiality. Where a conflict of interest is noted or reported after the event and has potentially compromised the integrity of any certification the relevant awarding body or organisation will be informed.