

# Conflict of Interest Procedure

## Scope and Purpose of Procedure

As outlined in the College's Conflict of Interest Policy, all tutors and assessors should disclose any actual or potential conflict of interest, and the procedure for doing this is documented below:

- All tutors and assessors should declare by completing a conflict of interest form contained within Annex 1 of this procedure
- Tutors and assessors should inform their line manager and then complete the conflict of interest form and email it to the Quality Team Manager.
- The information submitted will then be evaluated to identify if any further action is required. A written record of the outcome of the evaluation will be kept centrally by the Quality department and reported to the relevant Awarding Organisation, if deemed necessary.
- If the individual concerned has any changes to their declared circumstances, they must inform their line manager and the Quality Improvement Team Leader immediately by email, so that the conflict of interest can be evaluated, and the register updated.

## CAVC's responsibility

- To ensure that all tutors and assessors are aware of the procedure and lines of reporting
- To ensure that all conflicts of interest are recorded on the central database
- To evaluate all conflict of interest forms that are received and take appropriate action
- To ensure the relevant Awarding Organisation is informed of any conflicts of interest

There is a Welsh version of this document available.

**Date approved:** 20/10/17

**Approved by:** QSB

**Review date:** 20/10/2018

**Responsible Manager:** Dean of Quality Improvement

**Executive Lead:** : Vice Principal Curriculum and Standards SJ

**Accessible to Students:** : No

## Annex 1

Form to be used to report any conflicts of interest:

Name:

Department:

Date:

Qualification/s affected:

Please outline the nature of the conflict of interest in the box below:

Date received by the Quality Improvement Team Leader:

Action required:

Date central database updated:

Date Awarding Organisation informed:

Signature of Quality Improvement Team Leader:

**This form should be kept for 3 years**