




CONFLICT OF INTEREST POLICY

@TSMR, Cardiff



TSMR acknowledges that it is not always possible to pre-empt when a conflict of interest is likely to arise and this policy is not designed to cover every eventuality. Generally, there will be a conflict of interest if an individual's interest and/or loyalties conflict with any of the functions that TSMR performs.

TSMR will ensure that all its staff and associates involved in decisions on the standards of Centres and the individual work of learners will have no personal interest in that centre or learner.

All TSMR staff and associates are required to sign a declaration stating any potential Conflict of Interest that has or may occur when they enter into a contract with TSMR. It is the responsibility of staff/associates to inform TSMR when their roles and responsibilities change and may create a potential conflict of interest.

TSMR requires all centres to have systems in place to identify and manage any potential conflicts of interest in assessment and internal verification.

TSMR encourages the continuous development of Centre staff and would not wish to prevent staff from studying awarding body qualification, however, it is a requirement to inform TSMR or Certifying body when this takes place and to explain how the assessment and internal verification processes will be managed.

Responsibilities

It is the responsibility of all persons, when involved in the development and delivery of a course or qualifications and other associated activities to:

- Ensure that they make their role clear and separate this from their other functions, as far as is possible
- Monitor their activities, so as to maintain the integrity of the course
- 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. Anyone involved in any way in the development and delivery of qualifications must inform TSMR if:

- They are closely related to, or are teaching/training any learner who is preparing for a form of assessment
- They receive scripts or other forms of work submitted for assessment from learners who are known at the centre at which they teach/train; or
- They are related to any person who is a director, employee or contractor of TSMR; or
- A personal interest or personal association in any other way would affect their work for TSMR



Managing Conflicts

In most cases, it is envisaged that simple measures will be enough to manage conflicts of interest. It may be that the activity can be managed differently so that conflicts of interest are avoided. In circumstances where the conflict of interest is fundamental and unmanageable, an individual will be prevented from undertaking specific activities.

Monitoring the Policy

This policy will be reviewed yearly, to ensure that it is fit for purpose and that it reflects the types of conflicts that may arise, and how those conflicts are managed.

Conflict of Interest - Procedure

The procedure for reporting and managing potential or existing conflicts is as follows:

Declare Interest

Individuals should declare an identified potential or actual conflict by emailing registry@losmr.uk

Individuals should declare their conflict of interest through the main address given above.


Resolution of Conflict

In some cases, simple measures can be put in place – for example the individual agrees that they will not be involved in making decisions. In other cases it may require a decision about how the conflict will be managed. The circumstances of the disclosure will dictate who is involved in the discussion.

Decision

Normally it will be sufficient to:

- Gain an undertaking from the individual or key stakeholder to conduct their responsibilities so that the integrity of TSMR is maintained, as well as their own integrity
- Reorganise activities and/or key functions so that the conflict is mitigated. If neither of the above steps is possible, another solution must be agreed.



The solution should be in proportion to the nature of the conflict; in extreme circumstances, activities may need to be monitored or even restricted. The decision as to how the conflict is managed is final. Potential conflicts of interest will be recorded and monitored; the head of teaching & learning will oversee this.

TSMR Management
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