

Conflict of Interest Policy

Definition

A conflict of interest may generally be defined as a conflict between the official responsibilities of a tutor, assessor and internal verifier and any other interests the particular individual may have and as such could compromise or appear to compromise their decisions.

Introduction

It is the policy of Marvellous Minds to ensure that tutors and assessors are free from conflicts of interest that could adversely affect their judgement or objectivity to the organisation in conducting business activities and assignments. Marvellous Minds recognises that tutors and assessors may take part in legitimate financial, business, charitable and other activities outside of their work with Marvellous Minds and ILM recognised provider roles, but any potential conflict of interest raised by those activities must be acknowledged, disclosed, and in relevant cases properly managed. It is the responsibility of each individual to recognise situations in which they have a conflict of interest, or might reasonably be seen by others to have a conflict; to disclose this conflict and to take such further steps as may be appropriate and set out in more detail under the procedure below.

Process

It is the duty of all tutors and assessors to disclose any actual or potential conflict of interest, and the process for doing this is documented below:

- All tutors and assessors are issued with a conflict of interest form to complete on commencement with Marvellous Minds and it is a requirement of their contract that this is completed and updated on an annual basis.
- The information held on the conflict of interest form is then transferred to a register of interests document which is maintained by a designated person within Marvellous Minds.
- If the individual concerned has any changes to their declared circumstances, they must inform the Programme Director immediately in writing, so that the conflict of interest can be evaluated, and the register updated
- The form is to be completed even when the individual has no conflict of interest to declare.
- The information submitted is then evaluated to identify if any further action is required and a written record of the outcome of the evaluation is kept.

Action

Most situations require no further action than the completion of the conflict of interest form. In some instances, however, the information declared on the form will require some follow up action, in order for the conflict of interest to be managed appropriately.

The approach agreed between Marvellous Minds and the tutor/assessor, will be documented and held with the conflict of interest forms.

Examples of actions that could be taken:

- Individual not taking part in discussions or decisions of certain matters
- Referring certain matters for decision to others with no vested interest
- Agreeing not to be involved in a particular project or with a particular centre
- Declaring an interest when it is appropriate to do so
- Referring the matter to bev@marvellousminds.co.uk for advice and guidance