Braille Competency Course
Conflicts of interest Policy

Definition:
A situation in which a member of staff has a private or personal interest which is likely to appear to influence the objective exercise of an aspect(s) of his/her Centre duties. For the purpose of this Policy, the term ‘conflict of interest’ includes perceived and potential as well as actual conflicts of interest.

- A **perceived** conflict of interest is one which a reasonable person would consider likely to compromise objectivity.
- A **potential** conflict of interest is a situation which could develop into an actual or perceived conflict of interest.

In order to clarify whether a conflict of interest exists, it should be determined whether the private, personal or commercial interest is likely to interfere or appear to interfere with the objective judgement the member of staff should show in performing his/her duties. An employee should ask him/herself if relevant others (e.g., managers, students, customers, colleagues, members of the public) would trust his/her judgement if they were in possession of the facts of the private, personal or commercial interest. Could others reasonably conclude that it might influence the member of staff to act other than in the interests of the Centre?

In the first instance, the responsibility for avoiding conflict of interest lies with the individual member of staff, SSC Administrator, Course Tutor and Internal Verifier. If a conflict of interest situation arises, the member of staff should disclose the conflict of interest, in full, and seek a resolution. He/she must then take no part in the matter(s) relating to that interest unless and until such time as the potential conflict is resolved.

**Examples**

1. Marking Assessment of individual known to course tutor and/or internal verifier

   - **Action:** Course Tutor/Internal Verifier would declare nature of conflict of interest to SQA Administrator. The Assessment would be forwarded to SQA Administrator who would find an alternative marker/verifier.

2. Bias on part of invigilator for candidate undertaking examination

   - Candidates are requested to supply the name and address of their invigilator who is either their line manager or a person designated by their line manager as a person who is concerned with the maintenance of standards.

   **Action:** if no appropriate person is available the final assessment can be undertaken at the Centre.
3. Disagreement of marking of an assessment

- Where there is a disagreement on marking between the Course Tutor/Assessor and IV that further discussion does not resolve, the SSC Administrator will be advised.

**Action**: A note will be made as to the points of disagreement and the SSC Administrator will arrange a meeting of the Course Tutor/Assessor, IV and the Head of the Centre so that a final ruling can be made.