POLICY

Policy title	IMI – Conflict of Interest
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Policy owner	Principal

Status	Approved
Summary of changes	Reviewed and updated to reflect change to current guidance

Approval date	1 September 2025
Approval authority	Board of Trustees
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Introduction

The Hastings Academy 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, invigilators and any other personnel associated with The Hastings Academy in delivering its qualifications and programmes.

Scope

The policy aims to draw attention to possible conflicts of interest and provide a framework of identity and manage them. This policy does not attempt to identify and cover every possible conflict of interest situation that may arise but provide some procedures that will allow the application of dealing with them.

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 and may lead to them acting contrary to the norm in such a way that either themselves or others may either gain an advantage, be disadvantaged or be adversely affected.

A conflict of interest may arise in a variety of differing situations associated in 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 is undertaken by the same person
- An assessor or Quality Assurer works for multiple stakeholders and has difficulty being impartial
- Gaining personally from any company that the Centre has dealings with

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

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

Responsibilities

It is the responsibility of all person's when involved in the assessment of qualifications, internal quality assurance and other associated activities that meet The Hastings Academy assessment strategy, to:

- Conduct their activity's so that the aims of The Hastings Academy assessment strategy are implemented
- Ensure that they make their role clear and separate this from their other functions, as far as is possible
- Monitor their activities, in order 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 must be declared by any stakeholder as an entity, or any individual

MANAGING CONFLICT

In order to implement this policy, based on a review of any declaration and supporting information received it will be determined if the affected personal 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 particular information
- Rearrangement or transfer of responsibilities e.g. appointing an alternative assessor
- Replacement of the individual
- Be subjected to scrutiny by another person

In many cases a declaration of interest and undertaking by the affected person to relevant parties to prioritise the interests of The Hastings Academy 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 IMI will be informed

POLICY REVIEW

The Hastings Academy review their policies and procedures on an annual basis and the next review is scheduled for:

- 01 September 2026

Issue Number	Effective Date	Amendments	Reasons
1	1.9.2025		