

WEA Conflict of Interest Policy

1. Purpose and scope

This policy applies to conflicts of interest that arise within accredited provision. This provision covers qualification based courses where achievement certificates are confirmed by awarding bodies.

The purpose of this policy is to:

- highlight and illustrate potential situations where conflicts of interest may arise
- identify the principles that the WEA will adopt in the management of conflicts of interest
- set out what actions should be taken by individuals who encounter conflicts of interest.

2. Definition

A conflict of interest is where an individual or organisation has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances and it is possible that people working for the WEA may encounter potential conflicts of interest from time to time.

Examples of potential conflict of interest include where somebody employed by the WEA:

- has a current position in education, paid or unpaid (e.g. another provider, awarding body, consultant role, member of a board/ committee)
- has personal connections through previous positions in education, paid or unpaid
- has vested interests that conflict with their professional position
- has a personal or professional relationship with a candidate who is undertaking a qualification course at the WEA
- has a personal or professional relationship with a candidate taking a qualification in another organisation where they have access to confidential assessment materials.

3. Responsibilities

It is the responsibility of all WEA employees to ensure they are familiar with the conflict of interest policy. It is also the responsibility of all WEA employees to disclose any activity that has the potential to represent a conflict of interest. This must be undertaken immediately once the conflict of interest is known. Employees remain under a continuing obligation to declare conflicts of interests as they arise. Therefore, any change to circumstances which can lead to a potential conflict of interest must be promptly

disclosed to the WEA. It is the responsibility of all WEA employees to be vigilant and to respond accordingly in line with this policy and the WEA's Code of Conduct.

Contracts of employment for all members of staff require staff to maintain confidentiality whilst in and after employment. Any member of staff who has access to live assessment or examination materials must treat the materials as confidential at all times. These materials may not be used for classroom activities of any kind. They are to be treated as confidential for an indefinite period of time.

Once identified, all conflicts of interest must be reported to the Accreditation Quality & Development Manager using the Conflict of Interest Form.

4. Implementation

The WEA will take all reasonable steps to avoid any part of assessment and internal quality assurance of candidates' work being undertaken by any person who has a personal interest in the result of the assessment. This includes assessors, invigilators, interlocutors and internal quality assurers.

Once identified, all conflicts of interest must be reported to the Accreditation Quality & Development Manager using the Conflict of Interest Form.

The Accreditation Quality & Development Manager will acknowledge receipt and outline the next steps with 3 working days.

Should a conflict of interest between a member of staff and a candidate be identified before or during an assessment or examination the WEA will replace the assessor/invigilator with another suitable member of staff.

If this is not possible, the WEA will move the candidate to another assessment or examination room.

If this is not possible, the WEA will allocate an additional assessor or invigilator for the learner(s).

If none of this is possible, the Accreditation Quality & Development Manager will contact the awarding body to seek immediate advice. No assessment can take place until this advice is received and implemented.

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
July 2025	July 2026	Accreditation Quality & Development Manager	Director of Curriculum, Quality & Safeguarding

Appendix 1: Conflict of Interest Declaration

Actual, potential or perceived conflicts of interest could arise from any of the following (the list is not exhaustive please indicate any possible conflict of interest that you may have):

- has a current position in education, paid or unpaid (e.g. another provider, awarding body, consultant role, member of a board/ committee)
- has personal connections through previous positions in education, paid or unpaid
- has vested interests that conflict with their professional position
- has a personal or professional relationship with a candidate who is undertaking a qualification course at the WEA
- has a personal or professional relationship with a candidate taking a qualification in another organisation where they have access to confidential assessment materials

Full name and role (of the person raising the conflict of interest)	
Course ID	
Qualification title	
Awarding body	
Details of the conflict of interest including: <ul style="list-style-type: none"> - type and nature - a description of all parties involved in the interest (financial or non-financial) - any other relevant information. E.g. candidate information, dates and details for assessment/ exams 	
Signed:	Date:

For office use only
Details of next steps and outcome