

A2E First Aid Training

Conflict of Interest Policy

1. Introduction:

- 1.1 This policy applies to all [A2E First Aid Training](#) staff, trainers and assessors who are involved in the day to running, training and assessing activities of [A2E First Aid Training](#).
- 1.2 All those involved with [A2E First Aid Training](#) delivery and assessment of ITC qualifications have an obligation to act in a way that does not lead to any conflict of interest.
- 1.3 Definition: A conflict of interest may occur when the personal or business interests of an individual conflicts with their professional duties and responsibilities. Such conflicts could result in damage to the integrity and reputation of the ITC Awards [A2E First Aid Training](#) deliver or compromise the validity of a learner assessment and the award.

2. This Policy:

- a) Provides a mechanism to protect the course candidates and the integrity of ITC Awards by ensuring that reasonable steps are taken to mitigate any potential or identified conflicts of interest.
- b) Identifies the main areas where a conflict of interest could occur in order to minimise and eliminate adverse effects
- c) Complies with regulatory bodies requirements and policies

3. Examples of Conflicts of Interest. The following list is not exhaustive but common examples.


- a) Direct or indirect financial gain as a result of actions or involvement;
- b) Direct or indirect benefits such as employment, gifts, hospitality;
- c) Reciprocal arrangements, which compromise the ability to make reliable and professional judgements;
- d) Connections to family relationships and/or close friendships with learners who are being assessed,
- e) Connections with family members and/or close friendships for training and external assessing of candidates,
- f) Trainers with family or close friendship connections who internally verify each other's courses/assessment decisions,
- g) Assessment judgements on behalf of a learner who is their partner or close friend.

4. Declaring a Conflict of Interest

- 4.1 [A2E First Aid Training](#) will take all reasonable steps to ensure a Conflict of Interest does not arise however if this is not possible the following steps will be taken:
 - a) Declarations of actual or potential Conflicts of Interest must be made in writing or by telephone (followed up with written confirmation) to [A2E First Aid Training](#) as soon as they arise.
 - b) [A2E First Aid Training](#) will inform the awarding body of such conflict prior to any training activity being undertaken and seek advice.
 - c) [A2E First Aid Training](#) will log all Conflicts of Interest and make the log available to the awarding body and/or regulators as requested (Appendix 2).
 - d) Failure to inform [A2E First Aid Training](#) or the awarding body aware of actual or potential Conflicts of Interest may result in sanctions being applied.
 - e) [A2E First Aid Training](#) Director will make an annual declaration regarding the status of A2E Conflict of Interests (Appendix 1).
- 4.2 This policy must be reviewed and confirmed by each member of [A2E First Aid Training](#) staff. A signed copy should be returned to [A2E First Aid Training](#).

5. Declaration:

5.1 I have read and understood the contents of the [A2E First Aid Training Conflicts of Interest policy](#) and agree to abide by this policy.

Staff Name	Role ie Trainer/Assessor	Signature	Date
Cara Allison	Director/Trainer/Assessor/IQA		5/2/20
Robin Camps	Trainer/ Assessor/ IQA	Page signed, scanned & submitted	16/2/20

Reviewed March 2018

A2E Annual conflict of interest declaration signed by main trainers and submitted to ITC First in March 2018

Reviewed March 2019

A2E annual conflict of interest declaration signed by main trainers and submitted to ITC First in March 2019

A2E annual conflict of interest declaration signed by main trainers and submitted to ITC First in February 2020 via ITC web site

Appendix 1: CONFLICT OF INTEREST ANNUAL DECLARATION

Centre Name: [A2E First Aid Training](#)

Please circle "Yes" or "No" to the following questions. If a "no" is given, please provide further details below.

I have read and understood the [A2E First Aid Training](#) Conflict of Interest Policy **Y/N** Yes

I have provided this policy to all relevant personnel within [A2E First Aid Training](#) **Y/N** Yes

Describe how this policy has been provided:

By email

All [A2E First Aid Training](#) staff are aware of their obligation to the declaring of Conflicts of Interest **Y/N** Yes

Provide comment: Obligation sent with email

I can confirm that [A2E First Aid Training](#) has no significant or influential relationship with its awarding body or regulators **Y/N** Y

If No: Give further information

I can confirm that no member of [A2E First Aid Training](#) staff of this Centre has a financial interest of its awards **Y/N** Yes

If No: Give further information

I can confirm that all reasonable steps have been taken to avoid any part of a learner assessment being undertaken by any person who has a personal interest in the result of its assessment (e.g. the assessor is the partner/related to the learner, etc.). **Y/N** Y

Provide actions taken or not taken

Trainer to report to CA if a learner is known to the trainer and in what capacity. A second assessor to assess said candidate if available. A learner with a close connection to the assessor may be advised to attend a different course with a different assessor or, if not feasible, are reminded that there will be no preferential treatment. ITC to be contacted if there is a potential issue.

Any exceptions will be reported to the awarding body as soon as possible and prior to the assessment taking place. **Y/N**

Provide details of when/how

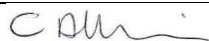
Yes. As soon as known. By phone or email

Declaration:

I confirm that this form has been completed to the best of my knowledge and that the information contained within this form is true and correct. I understand that if the information is later found to be false [A2E First Aid Training](#), may be subject to sanctions imposed by ITC Awards and /or its regulators.

I confirm that [A2E First Aid Training](#) conflicts of interests will be kept under constant review and any actual or potential conflicts will be reported to the ITC Awards Manager as soon as they are identified.

Signature:



Date: 05/02/20

APPENDIX 2: Conflicts of Interest Log

Date Declaration made	Course Type	Trainer/Assessor	Conflict of Interest	Action Taken
None up to Feb 2020				

To be reviewed for recurring issues and mitigation.