



BCS, The Chartered Institute for IT

Centre Conflict of Interest Policy for Regulated Qualifications

September 2021



Contents

1.	Introduction	3
2.	Purpose.....	3
3.	Scope.....	3
4.	Definition of a Conflict of Interest and Personal Interest	3
6.	Conflict of Interest and Personal Interest Principles.....	3
7.	Examples of Conflicts of Interest	4
8.	How to record Conflicts of Interest.....	4
9.	Responsibilities	4
10.	Review and Monitoring.....	4

1. Introduction

BCS apply strict requirements to avoid and remove any potential conflict of interest or personal interest when administering, delivering, and managing our regulated qualifications. This is to ensure we meet our regulatory requirements but also helps to protect approved centre staff.

2. Purpose

The purpose of this policy is to ensure the activities in a BCS Approved Centre is conducted with impartiality, integrity and objectivity and to outlines the broad approach to identifying and monitoring all actual and potential conflicts of interest that may affect BCS and the approved centre both now and in the foreseeable future.

3. Scope

This policy is applicable to all approved centre staff. The responsibility of any conflicts of interest or personal interest within the approved centre will be the responsibility of the Centre Manager.

4. Definition of a Conflict of Interest and Personal Interest

What is a conflict of interest?

In general terms, a conflict of interest exists where a centre or an individual has competing interests which might impair its or their ability to make objective, unbiased decisions.

What is a personal interest?

In general terms a personal interest is a conflict of interest that relates to a particular individual. All conflicts of interest where a person who is connected to the award of qualifications which have the potential to lead that person to act contrary to the General Conditions of Recognition is deemed to be a conflict of personal interest. A personal interest can be financial or non-financial in nature.

6. Conflict of Interest and Personal Interest Principles

The implementation of this policy is governed by the following principles:

- Centre staff are expected to raise all potential conflicts of interest with their centre manager and be proactive in the identification and continued management of conflicts of interest and personal interests;
- Centre staff must be open about the nature of any potential/actual conflicts of interest and not try to hide or present them in a better light;
- Centre managers must ensure that the controls to managing any potential/actual conflicts of interest and personal interests must be proportionate to the risks associated with the identified conflict.

7. Examples of Conflicts of Interest

BCS classifies any of the following as examples of potential conflicts of interest and personal interests:

- A teacher having any involvement with invigilation, marking or assessment for a learner who they have taught for that unit
- An invigilator invigilating a learner personally known to them
- A marker marking a test for a learner personally known to them
- An observer carrying out an observation of invigilation on an invigilator personally known to them.

The following requirements **MUST** be adhered to:

Teachers CAN	Teachers MUST NOT
Invigilate live assessments	Invigilate their own Learners
Second mark their own Learners' tests	Mark their own Learners' tests
Internally verify their own Learners' assessments	Assess their own Learners' assessments
	Have any involvement in the assessment, invigilation or marking of a Learner known to them outside of the Centre

8. How to record Conflicts of Interest

The Centre Manager must ensure any conflict of interest in the Approved Centre is identified and recorded on the Conflict of Interest Record, available in the Approved Centre Forum.

9. Responsibilities

Centre Managers will:

- ensure that threats to impartiality are identified and appropriate safeguards to eliminate them are put in place and maintained;
- ensure that if conflicts of interest and personal interest are unavoidable, they are recorded.

Centre Staff will:

- identify actual or possible conflict of interest and personal interest affecting them;
- declare all situations of conflict of interest and personal interest or possible conflict of interest and personal interest.

BCS will:

- review any potential conflicts of interest and personal interest;
- monitor declared conflicts of interest and personal interest;
- provide decisions when conflicts have been declared.

10. Review and Monitoring

This policy is reviewed on an annual basis in line with departmental quality standards and regulatory criteria.

BCS, 3 Newbridge Square, Swindon, Wiltshire, SN1 1BY

Tel: +44 (0) 1793 417530

Email: custsupport@bcs.uk

Website: www.bcs.org

© BCS (Reg. Charity No. 292786) 2021