

## Conflict of Interest for Tutors, Assessors & Internal Verifiers Policy

It is the policy of PMA that tutors and assessors acting on behalf of the PMA must be free from conflicts of interest that could adversely affect their judgement or objectivity when conducting business activities and assignments.

PMA recognises that tutors and assessors may take part in legitimate financial, business, charitable and other activities outside of their PMA roles, but any potential conflict of interest resulting from those activities must be acknowledged, disclosed, and in relevant cases properly managed.

It is the responsibility of each individual to recognise situations in which they have a conflict of interest or might reasonably be seen by others to be subject to a potential conflict of interest ; to disclose this conflict and to take such steps as may be appropriate and set out in more detail below.

### Definition

A conflict of interest may generally be defined as a conflict between the official responsibilities of a tutor, assessor, internal verifier, associate and any other interests the particular individual may have as such could compromise or appear to compromise their decisions and have the potential to lead them to act contrary to either the interests of PMA , their apprentices/learners or the Awarding Bodies. A person who is connected to the development, delivery or award of qualifications with other organisation or has interests in any other activity which has the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with the awarding organisations conditions of recognition. Or if an informed and reasonable observer would conclude that either of the above situations was the case.

### Examples of Conflicts of Interest

It is not possible to provide a definitive list of examples of conflicts of interests, but the following are examples of situations that could lead to actual or perceived conflicts of interest:

- Tutors and assessors working with a business outside of the PMA that is in direct competition with them without the prior
- Tutors and assessors participating in the appointment, promotion, supervision or evaluation of a person with whom the person, has close or familial ties
- Tutors and assessors having a close or familial relationship with a PMA registered learner, or learners' family whilst being involved in decisions about the outcome of their qualification
- Tutors and assessors using non-public PMA information or PMA learner data for personal gain or advantage
- Tutors and assessors involved in the PMA approval processes, who own business consultancies offering PMA qualifications or programmes.

The existence of such interests as those outlined above, does not necessarily imply conflict, but is likely to give an appearance of conflict and as such should be declared.

### Process

It is the duty of all tutors and assessors to disclose any actual or potential conflict of interest to their line manager.

**Main Contacts:**

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Should you have any concerns around Safeguarding please email:

PMA DSL, Lisa Lindgren at: [safeguarding@practicemanagersuk.org](mailto:safeguarding@practicemanagersuk.org)

Please be assured your email will be treated in the strictest confidence and that you will receive a direct reply from Lisa within 24 hours.

**Revisions control:**

Date	Summary of changes made	Changes made by (Name)	Version No.
12 <sup>th</sup> July 2016	Conflict of Interest Policy created	Ian Jones	V1.0
24 <sup>th</sup> Oct 2016	Edited and amended in line with ILM policies	Ian Jones	V1.1
24 <sup>th</sup> March 2017	Qualifications update	Ian Jones	V2.0
5 <sup>th</sup> April 2017	ILM Intro paragraph changed and other minor edits	Ian Jones	V2.1
December 2019	Intro paragraph removed; delegate central email removed. Grammatical changes made. Removal of duplicated information. Removal of requirement to complete a form	Elaine Crowther	V3
July 2020	Added to new template	Sue Chadwick	V3.1
Oct 2020	Review – no amends	Sue Chadwick	V4.0

**Next Review Due:** October 2020