



Bespoke Professional Development and Training Limited

Conflict of Interest Policy

Updated: June 2021

Next renew due: June 2022

Version Number	Last Amended	Amended By-
v1	July 2019	Tracey Carter
v2	July 2020	Tracey Carter
v3	June 2021	Tracey Carter

Background

This policy applies to all BePro employees and staff. This policy sets out guidelines and procedures for identifying, monitoring and managing actual and potential conflicts of interest.

Introduction

BePro recognises that its staff and stakeholders, and the individuals who work for them, will be keen to maintain the integrity of its business and the qualifications it offers. The policy aims to reflect this.

When a conflict or potential conflict is identified, attention should be drawn to it. Individuals should always disclose an activity if they are in doubt about whether it represents a conflict of interest.

Scope

This policy applies to all BePro staff and stakeholders and any person who can influence the outcomes. This includes employers, venues, contractors, awarding bodies and employees.

Recognising Conflicts

BePro acknowledges that it is not always possible to pre-empt when a conflict of interest is likely to arise, and this policy is not designed to cover every eventuality. Generally, there will be a conflict of interest, if an individual's interest and/or loyalties conflict with those of BePro. Conflicts of interest can occur in a number of ways and from a variety of situations. For example, if, for any reason:

- BePro favours one learner above another
- a Verifier/Marker is verifying/marking a family member
- a Verifier/Marker is verifying/marking papers from a learner whose employer they have an interest in

Interest in assessment

BePro will take all reasonable steps to avoid any part of the assessment of a learner (including verifying) being undertaken by any person who has a personal interest in the result of the assessment. Where, having taken all such reasonable steps, an assessment by such a person cannot be avoided, BePro will make arrangements for the relevant part of the assessment to be subject to scrutiny or external verification by another person.

Minimising and Preventing Conflicts

BePro sees one of its functions as facilitating the process of learning by focusing on their responsibilities. In particular:

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- providing and facilitating open dialogue with all learners
- not creating unreasonable barriers to any learners
- not favouring a particular learner
- providing all learners with equal access to services, information, notes and resources.

Although this list is not exhaustive, it is felt that by adhering to the principles of neutrality, openness and fairness, conflicts can be avoided or managed without compromising the integrity of the learner or BePro.

Managing Conflicts

In most cases, it is envisaged that simple measures will be enough to manage conflicts of interest. It may be that the activity can be managed differently so that conflicts of interest are avoided. In other cases, a simple undertaking by an individual to prioritise the interests of BePro will be all that is required. Only in extreme circumstances where the conflict of interest may be so fundamental and unmanageable, will an individual be prevented from undertaking specific activities.

Responsibilities

If a conflict of interest is identified, then this will be raised with management and discussed in management and/or standardisation meetings. All staff and assessors will be informed of the outcome and must;

- conduct their activities so that BePro maintains a high standard
- ensure that they make their role clear
- monitor their activities, so as to maintain the integrity of BePro
- devote enough time and intellectual ability to their specific responsibilities
- recognise and report any potential or existing conflict.

The possibility of a conflict or potential conflict may be declared by any key stakeholder as an entity, or any individual.

The ultimate responsibility for the Conflict of Interest policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the Head of Quality and Compliance.

Monitoring and escalation

The Quality Manager is responsible for escalating reports of actual or potential conflicts of interest to an appropriate level within the business. Any required guidance or interpretation on potential conflicts of interest should be directed to the Quality Manager.

BePro's Head of Quality and Compliance is Tracey Carter who can be contacted on 07743 380261 or tracey@beprodevelopment.co.uk

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Recording Procedure

Conflicts of Interest will be raised in team meetings and noted, along with any action required and how they will be managed, if relevant.

Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated June 2021 and is due for review May 2022
The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.



Georgina Selmi
CEO



Tracey Carter
Head of Quality and Compliance