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# Centre Conflict of Interest Policy (UAL) Policies

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September 2022 - 22/23

Elstree Screen Arts Academy  
The creative school for the culture industry  
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# Elstree Screen Arts Academy

**Also known as: ESA, ESA Academy, Elstree Screen Arts**

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## **Centre Conflict of Interest (UAL) Policy**

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**Author: Tom Golds**

**Edition: 1.1**

**Date approved by Governors:**

**Date reviewed by SLT:**

**Comments:**

*This policy is regularly monitored by the Principal & Governing Body to ensure that it is working as effectively as possible.*

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### **Monitoring, Evaluation and Review:**

The Principal, Senior Leadership Team and Governing Body will review this policy at least once every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by the Elstree Screen Arts Academy.

## Amendments

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Periodically the Senior Leadership Team and Board of governors will add to or revise the content within this policy. Any revisions made are noted below.

<b>Edition</b>	<b>Date</b>	<b>Revision made by</b>	<b>Content revised:</b>
1.0	01/09/2019	Tom Golds	
1.1	11/06/2020	Corinne Ward PA to SLT And Lauren Christy Assistant Principal	Re-branding of EUTC to ESA

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## Issue and Review

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The date of issue of this policy is 01/09/2022. This policy will be reviewed annually by UAL. Where amendments are made to UAL's Conflict of Interest Policy which directly impact centres, centres will be notified.

## The Scope of this Policy

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A Conflict of Interest exists in relation to an awarding organisation where:

- A. Its interests in any activity undertaken by it, on its behalf or by a member of its Group have the potential to lead it to act contrary to its interests of the development, delivery and award of qualifications in accordance with its Conditions of Recognition (of the awarding organisation.)
- B. A person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have 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 organisation's Conditions of Recognition.
- C. An informed and reasonable observer would conclude that either of these situations was the case.

UAL requires centres approved to deliver Vocational Qualifications to declare any and all conflicts of interest pertaining to the assessment of Vocational Qualifications.

## Managing and Declaring Conflict of Interest

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It is the responsibility of all staff in Elstree Screen Arts to declare all conflicts of interest. Any undeclared conflict of interest and instances where assessment has taken place where conflict of interest exists may be investigated in line with UAL's Malpractice and Maladministration Policy.

Any and all conflict of interest pertaining to the assessment of Vocational Qualifications will be declared to UAL. Each individual involved in the assessment process is responsible for declaring a conflict of interest. Where The Elstree Screen Arts are able to mitigate against a declared conflict of interest, the mitigation will be included in the declaration.

In instances where Elstree Screen Arts cannot mitigate against a Conflict of interest (for example, where the only qualified assessor and internal verifier available at a centre are related) the unresolved conflict will be declared to UAL to enable UAL to make arrangements to mitigate through the external quality assurance processes.

Elstree Screen Arts will be directly responsible for submitting the Declaration of conflict of interest to UAL.

## Possible Examples of Conflict of Interest in relation to the delivery of UAL Vocational Qualifications

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- Where an assessor and internal verifier have a personal relationship.
- Where a child of the assessor or internal verifier is taking part in the assessment.

This is not intended to be an exhaustive list.

## Template for Declaration of Conflict of Interest

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Name of UAL Approved Centre - Elstree Screen Arts  
Super User and Quality Assurer – Adele Wallis

Date	Nature of conflict of interest	Mitigation	UAL response including further mitigation, where necessary
EXAMPLE	IV A normally internally verifies unit XYZ. However, IV A's daughter is in the class.	Internal verification will be conducted by IV B for this unit.	

	<p>IV A normally internally verifies unit XYZ. However, IV A's daughter is in the class. The centre has no other internal verifier.</p>	<p>This is an unavoidable conflict of interest. IV A will IV the unit but will not include the work of their daughter in the IV sample.</p>	<p>UAL EQA will ensure that the work of the candidate involved in this declared conflict of interest is sampled.</p>
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This [link](#) will take you to the Declaration of Conflict of Interest form.