

Conflict of Interest Policy

*Written: June 2026
Next Review: January 2027*

Note: Venture Training & Education Ltd is referred to throughout this policy as “Venture Training & Education”, “we”, “us” or “the Centre”.

1. Purpose

This policy sets out how Venture Training & Education identifies, declares and manages conflicts of interest, to protect the integrity, impartiality and fairness of our assessment and quality assurance decisions, and to meet the requirements of our awarding organisation(s).

2. Policy Statement

Venture Training & Education requires all staff and associates involved in the delivery, assessment, verification, or quality assurance of our qualifications and courses to act with impartiality and to declare any actual, potential or perceived conflict of interest as soon as it arises. No individual should be involved in making, supporting or reviewing a decision about a learner where a conflict of interest exists, unless that conflict has been declared and appropriately managed in line with this policy.

3. Scope

This policy applies to all staff, associate tutors, assessors, Internal Quality Assurers, and any other individual involved in the delivery, assessment, verification, quality assurance, or appeals/malpractice handling of qualifications and courses delivered by Venture Training & Education, including subcontracted or partner delivery.

4. What Constitutes a Conflict of Interest

A conflict of interest arises where an individual's personal, financial, or professional relationships or interests could influence, or be reasonably perceived to influence, their objectivity in carrying out an assessment, verification, quality assurance, appeals, or malpractice-related decision. A conflict does not need to involve actual wrongdoing to be a concern – if it could reasonably be seen to affect impartiality, it must be declared.

Examples relevant to Venture Training & Education's provision include, but are not limited to:

- Assessing, verifying, or grading the work of a family member, partner, close friend, or someone with whom the individual has a close personal relationship.
- Assessing or verifying a learner with whom the individual has a separate financial or business relationship (for example, an employee, business partner, or someone they otherwise pay or are paid by).
- Sitting on an appeals panel, or being involved in a malpractice investigation, relating to a decision the individual was originally involved in making.
- Having a financial interest in, or being employed by, an organisation that could benefit from a particular assessment or quality assurance outcome.
- Any other relationship or circumstance that could reasonably be perceived to compromise impartiality in a decision affecting a learner.

5. Responsibilities

5.1 The Director is responsible for maintaining Venture Training & Education's conflict of interest register, for reviewing all declarations made under this policy, and for deciding how any declared conflict will be managed.

5.2 All staff and associates are responsible for declaring any actual, potential or perceived conflict of interest as soon as they become aware of it, and for not taking any action in relation to a decision affected by that conflict until it has been reviewed by the Director.

5.3 Tutors, Assessors and Internal Quality Assurers are responsible for considering, before accepting any assessment, verification, appeals or malpractice-related task, whether a conflict of interest may exist, and for raising this proactively rather than waiting to be asked.

6. Declaration Process

6.1 All staff and associates involved in assessment, verification or quality assurance must declare any known conflicts of interest at induction, and must update this declaration as soon as a new conflict arises during the course of their work.

6.2 Declarations should be made in writing to the Director, setting out the nature of the relationship or interest and the decision(s) it may affect.

6.3 Where an individual becomes aware of a potential conflict only at the point of being assigned an assessment, verification, appeals, or malpractice-related task, they must raise this with the Director before undertaking that task.

6.4 The Director will review each declaration and record the outcome on Venture Training & Education's conflict of interest register, including the action taken to manage the conflict.

7. Managing Declared Conflicts

Once a conflict of interest has been declared, the Director will determine the appropriate course of action, which may include:

- Reassigning the assessment, verification, or decision to another suitably qualified and independent member of staff or associate.
- Excluding the individual from any panel (such as an appeals or malpractice panel) considering a matter affected by the conflict.
- Putting in place additional, independent oversight or sampling of decisions made by the individual, where reassignment is not practicable.
- Recording the conflict and the mitigation put in place, to provide a clear audit trail.

No assessment, verification, or quality assurance decision affected by an undeclared or unmanaged conflict of interest will be considered valid, and any such case will be investigated under Venture Training & Education's Malpractice & Maladministration Policy.

8. Confidentiality

Information disclosed as part of a conflict of interest declaration will be treated sensitively and shared only with those who need to know it in order to manage the conflict appropriately, in line with Venture Training & Education's data protection obligations.

9. Non-Disclosure

Failure to declare a known or reasonably foreseeable conflict of interest is itself a form of malpractice. Any failure to disclose will be investigated and managed in accordance with Venture Training & Education's Malpractice & Maladministration Policy, and may result in disciplinary action and/or reporting to the relevant awarding organisation.

Signed: _____

Ian Harris
Company Director

19/06/2026