



## **Policy Overview**

A conflict of interest is an interest which in view of the circumstances, could reasonably be expected to effect the independence or impartiality of any member of #THEWRD in their dealings with other members of staff, students or other stakeholders.

A 'material' conflict of interest is where any member of #THEWRD or a close relative has an interest in a transaction that is not aligned with #THEWRD's interest in developing or delivering quality assured teaching and learning. Governing members are specially important in this and are deemed to include any directors, trustees, partners, the CEO senior managers and shareholders, or anyone in equivalent positions.

#THEWRD will put in place effective arrangements to manage conflicts of interest that currently exist or may exist in the future. Conflicts of interest must not be allowed to interfere with the ability of #THEWRD members to perform their duties and discharge their obligations.

The nature of the business cuts across a wide spectrum of the community. There will be times that the #THEWRD members, in particular on the Board and in Management, may have conflicts of interest that maybe significant or relatively insignificant.

## **Policy Statement:**

All real, potential or perceived conflicts of interest that may arise are to be declared and dealt with transparently, openly and according to the correct process and procedures. If while performing their duties and responsibilities, a #THEWRD member becomes aware of a potential or actual conflict of interest then the it must immediately be declared to their manager.

## **Procedures for managing 'conflict of interest':**

#THEWRD members and Board will act in the best interest of #THEWRD when dealing with any real, potential or perceived conflict of interest in but not limited to:

- Assessment, marking, and moderation
- Performance reviews

- Transcripts
- References
- Job descriptions.

**Procedures for reporting 'conflict of interest':**

Any and all conflict of interest pertaining to the assessment of Vocational Qualifications will be declared to AIM. Each individual involved in the assessment process is responsible for declaring any conflict of interest. Where #THEWRD is able to mitigate against a declared conflict of interest, the mitigation will be included in the declaration.

In instances where #THEWRD cannot mitigate against a conflict of interest (for example, where the only qualified assessor and internal verifier available at a College are related) the unresolved conflict will be declared to AIM to enable it to make arrangements to mitigate through the external quality assurance process.

#THEWRD quality assurance nominees will be directly responsible for ensuring the submission of declarations of conflict of interest to AIM.