

ICTQual AB

Conflict of Interest Policy



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Contents

1. Purpose
2. Scope
3. Definition of Conflict of Interest
4. Policy Statement
5. Identifying Conflicts of Interest
6. Declaration of Conflicts of Interest
7. Managing Conflicts of Interest
8. Monitoring and Review
9. Breaches of the Policy

1. Purpose

The purpose of this policy is to ensure that all conflicts of interest are identified, declared and managed to uphold the integrity and impartiality of ICTQual AB's operations and qualifications. This policy supports compliance with regulatory requirements (e.g., Ofqual's General Conditions of Recognition).

2. Scope

This policy applies to:

- ICTQual AB employees, contractors and representatives.
- Approved Training Centres (ATCs) delivering ICTQual AB qualifications.
- Third parties involved in the assessment, moderation and delivery of ICTQual AB qualifications.

3. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, financial, or other interests compromise, or have the potential to compromise, their professional judgment, objectivity, or integrity in relation to ICTQual AB's activities.

Examples include:

- Personal relationships with learners, assessors, or external contractors.
- Financial interests in organisations that compete with ICTQual AB.
- Involvement in the delivery or assessment of qualifications where impartiality may be affected.

4. Policy Statement

ICTQual AB is committed to:

- Identifying and addressing conflicts of interest promptly.
- Ensuring decisions are made objectively and without bias.
- Maintaining transparency to safeguard the integrity of qualifications and operations.

5. Identifying Conflicts of Interest

Potential conflicts of interest may occur in the following scenarios:

- Recruitment, training, or monitoring of assessors and moderators.
- Allocation of roles and responsibilities within ICTQual AB.
- Assessment or moderation activities conducted by individuals with personal connections to learners.

6. Declaration of Conflicts of Interest

- All staff, contractors and ATCs must declare any conflicts of interest annually or as soon as they arise.
- A Conflict-of-Interest Declaration Form must be completed and submitted to the designated compliance officer.
- Failure to declare a conflict of interest may result in disciplinary action.

7. Managing Conflicts of Interest

ICTQual AB will:

1. **Assess the Conflict:** Evaluate the nature and impact of the conflict.
2. **Implement Mitigation Measures:** These may include reassigning roles, increased supervision, or excluding the individual from specific activities.
3. **Document Actions Taken:** Maintain records of identified conflicts and the measures implemented to address them.

8. Monitoring and Review

This policy will be monitored by the compliance team and reviewed annually to ensure its effectiveness and alignment with regulatory requirements. Regular audits of conflict declarations and related actions will be conducted.

9. Breaches of the Policy

Breaches of this policy will be taken seriously and may result in:

- Disciplinary action for ICTQual AB employees or contractors.
- Suspension or withdrawal of ATC approval.
- Reporting to regulatory bodies where necessary.

Contact Us

For further information or assistance with conflicts of interest, please contact ICTQual AB:

- **Email:** Support@ictqualab.co.uk

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