



Conflict of Interest Policy

1. Policy/Strategy Statement

For the purpose of this policy, a conflict of interest is defined as a situation in which an Assessor, Tutor, Invigilator or member of Staff (or someone with whom they have a family, personal, or professional relationship), has, or may be perceived to have – competing interests or loyalties which could lead to a potentially subjective, biased or corrupt decision being made by that individual or organisation.

LITC recognises and encourages the promotion of building successful business and external relationships. In doing so, we are mindful that there may be situations when a perceived or potential conflict of interest may arise and that we have a duty to identify, manage and mitigate potential conflicts of interest. As such where a potential conflict may be identified we will follow the procedure outlined in this document.

2. Purpose

This policy sets out the responsibilities on all individuals, in line with their contract of employment (or other contractual arrangement), in supporting us to meet the requirements set out by our regulation bodies – Conditions of Recognition.

This policy and associated procedure supports us in ensuring that working relationships with colleagues, stakeholders, partners and customers do not conflict with our requirement to engage in business relationships in a legal, transparent, ethical and responsible manner.

LITC recognises that conflicts of interest may arise that could lead to individuals making decisions, or appearing to make decisions, that are based on personal interest and not the interest of the organisation or what is ethically correct. Such conflicts of interest may also constitute a form of corruption. LITC has a policy on anti-bribery and corruption, which can be downloaded from our website www.litc.org.

Applicability of Policy

This policy is applicable to all colleagues, Trustees and our stakeholders, including customers and learners.

3. Scope

This policy applies to all individuals working for or on behalf of LITC, including all colleagues at all locations and at all levels including members of the Board, the Executive Team, external contractors, agency workers, partners, suppliers, recruitment centres, customers, any associates, any subsidiaries or their employees or any other person associated with us



(collectively referred to in this document as ‘individuals’). This policy extends to all of LITC’s dealings and transactions in all countries in which it or its consultants, partners, stakeholders and associates operate. This policy covers conflicts of interest for the LITC Group. This document supports specific Awarding Bodies and / or EPA Plus (when/where applicable) conflicts of interest procedures that relate to potential learner-centric conflicts, such as teaching and assessment delivery.

4. Process

4.1. Conflicts of Interest Guidelines

Risk management in relation to conflicts of interest

Assessing the risks to LITC arising from potential conflicts of interest is an integral part of LITC’s overall and ongoing risk management process. Identified conflicts of interest are mitigated as far as possible, and are monitored as part of overall risk management and internal control processes.

Periodic reviews of our conflicts of interest policy and procedures are undertaken as part of our governance and accountability processes. All existing and reasonably foreseeable conflicts of interest will be identified and monitored by our organisation in line with this procedure and escalated to an Executive Member/Trustee where appropriate.

Documented conflicts of interest will be monitored closely, particularly during periods of change, in order to mitigate the possible impact of any potential Adverse Effect, as specified in our regulators’ Conditions of Recognition.

All members of staff are required to annually submit a Conflict of Interest Disclosure Form listing any individual, agency, organisation they are involved with on a regular basis that may give rise to conflicts of interest with their role at LITC. All disclosed conflicts will be analysed and discussed with the line manager (or equivalent where applicable), and assessed on an ad hoc basis.

5. Role Specific (roles and procedures)

5.1. Trustee

In the case of a conflict of interest arising for a statutory Director or co-opted member because of a duty of loyalty owed to another organisation or person, and the conflict is not authorised by virtue of the Memorandum or the Articles, the un-conflicted Directors may authorise such a conflict of interests where the following conditions apply:

The Charity Commission’s permission is sought before a benefit for a trustee may be authorised that isn’t otherwise authorised in the Memorandum of Articles or already authorised in



writing from the Commission.

The Director who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person.

The Director who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Directors is present at the meeting.

The Directors who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.

Any such disclosure and the subsequent actions taken are noted in the minutes and maintained in the register of conflicts by the Company Secretariat.

5.2. Executives

The Executive team are responsible for ensuring this policy is complied with throughout and across the organisation, including their personal compliance. The Executive Members are responsible for reporting any identified or potential conflicts of interest that are specific to another member of the Executive Team to the Chair of the Board.

Specifically, as an Executive member, the Chief Regulatory Officer (CRO) is also responsible for escalating reports of actual or potential conflicts of interest to the Board, where such conflicts may be contrary to LITC's Awarding Body's regulatory duties and/or interests and / or could have an impact on LITC Awarding Body's regulatory status and relationships.

5.3. Managers, including Line managers

All managers are responsible for ensuring this document is complied with by colleagues. Line managers are also responsible for monitoring the activities and performance of those they are managing.

5.3.1. Management receiving a Conflict-of-Interest notification

All managers/senior colleagues receiving information on actual or potential conflicts of interest will ensure that potential conflicts not causing a significant risk to the business are appropriately recorded, monitored and managed.

Conflicts, or potential conflicts, that may pose a significant risk to the business must be escalated in confidence to the Head of ARA QIRC and an Executive Member, in order that appropriate steps may be taken to minimise any risks and where possible resolve the issue. Where conflicts relate to our staff or member(s) of the Board, advice from the HRD team must be sought at the earliest opportunity by the most senior receiving manager (usually an Executive member), particularly in relation to confidentially and securely recording the



conflict.

The Head of ARA will support in the evaluation of whether any identified significant risks that may result in a specified Adverse Effect (as outlined in the General Conditions of Recognition) and may require reporting to the appropriate awarding regulator(s). Potential cases which may introduce other regulatory risks (e.g. those governed by other specific legislation) will also be escalated by the most senior receiving manager to the appropriate Business Unit Director / Executive Member (e.g. Chief Financial Officer for finance regulators such as HMRC). This will allow the evaluation of whether external specialist advice is required in assessing/mitigating the risk.

Significant risks to the business posed by the matter will also require escalation via the Head of ARA QIRC to the appropriate Business Unit/Group Risk Register.

5.4. Colleagues

No colleague within the LITC Group shall provide or accept preferential treatment (including discounts on services) to or from any colleague or any other part of LITC Group, where such a transaction may adversely affect the business; learners, centres or other relevant parties. Such actions may also be construed as bribery and may be subject to criminal prosecution.

To assist us in managing significant risks with regards to potential conflicts of interest, individuals must tell us about any relevant risk and/or issue in relation to a conflict of interest (or potential conflict) that has come to their attention. We appreciate that they may wish to do so in confidence and are asked to refer to our Whistleblowing policy (available on our website or on the LITC intranet) for more information.

Any person or body employed by, or acting on behalf of LITC is personally responsible for ensuring that they adhere to the policy and procedures in this document.

If colleagues have a query relating to conflicts of interest which is not included in this policy, they must refer the matter to their immediate line manager in the first instance or a member of the Senior Leadership Team.

If a conflict of interest arises, or it is anticipated that one may arise, colleagues must inform their line manager or a Director/Executive in protection of the business and individuals. If there is any doubt whether an activity represents a conflict of interest, the matter should be raised in this way, in order that an objective assessment may be made. Concerns may be raised in confidence (subject to certain caveats, such as the requirement to disclose certain information to statutory bodies). Please see the Whistleblowing Policy for further information.

All potential conflicts of interest which relate directly to the colleague themselves, once discussed with their line manager, must be recorded by the line manager on the colleague's HR Information System record under 'Conflict of Interest'. The record must contain



information on how the conflict of interest will be managed. Conflicts of Interest relating to another individual (e.g. such as conflicts reported under the Whistleblowing policy) will be recorded by the line manager/Director/Executive, subject to confidentiality (receiving line managers should seek advice from the HRD team), particularly in relation to the confidential recording of information.

5.5. Our stakeholders (including centres, customers and contractors)

In line with our contractual agreements, including our Centre Agreement, we expect our centres, customers and contractors:

To read and abide by the contents of this policy

To adhere to any contractual arrangement you may have with us in relation to conflicts of interest

To have a dedicated conflicts of interest policy and procedures which can be produced on request by our colleagues, including our contractors

To fully adhere to those policies and procedures in the identification, minimisation and mitigation of risks relating to conflicts of interest

To declare any relevant conflicts within your centre to LITC as per JCQ's Conflicts of Interest and Declarations 2018/19, using the declaration form found under Policies & Documents

To tell us when an incident of, or a significant risk incident of a conflict of interest that may adversely affect the LITC Group has been identified.

For our customers and centre, failure to comply with this policy and/or your Centre Agreement may lead to immediate termination of contract, in line with our established contractual agreements. Stakeholders, including customers and centres, should report risks or instances of conflicts of interest as per the conditions set out in their contract and/or Terms of Agreement. Major conflicts of interest that could adversely affect LITC should also be escalated to the Head Audit, Risk and Assurance or an Executive member. Contact details can be found on the LITC website for ARA and Executive Team.

6. Team duties

The Human Resources Department (HRD) and Human Resources Information and Systems (HRIS) Teams

The HRD Team will ensure all Board members, Executive Team members and employees, consultants and other relevant parties receive basic training regarding conflicts of interest and how to understand and avoid them where possible. Those in potentially higher-risk positions (for example, but not restricted to Executive Members, International colleagues etc.) may receive more detailed training based on the risks they may face. This requirement



will be evaluated by the HRD Team.

The Conflicts of Interest section on the HR system will be reviewed on a quarterly basis by the HRD/HRIS teams, who will work with managers and individuals to address any areas of particular concern.

The ARA Team

The Head of ARA can support where necessary in terms of conflicts of interest identification and assessment. LITC's conflicts of interest programme is monitored periodically by the QIRC team in line with LITC's risk and compliance work streams. Monitoring may typically cover:

A review of any risk assessments undertaken in the assessment of potential conflicts of interest

A review of training and training records

A review of the Conflicts of Interest registered on the HR system.

7. Specific areas for consideration regarding potential conflicts of interest

7.1. Additional paid work

Colleagues are expected to devote their working time to the LITC Group as outlined in their contract of employment. Any colleague considering undertaking additional paid work (on either an employed or self-employed basis) or voluntary work outside LITC must seek their line manager's written agreement beforehand, as stipulated in the colleague's contract of employment. Colleagues are not permitted to take on any such activities that could be deemed to compete or conflict with LITC's activities.

All other individuals (e.g. contractors) must follow the procedures set out by the relevant department within the LITC Group and / or contained within their contract for services.

7.2. Potential for conflicts with regards to LITC qualifications

Colleagues engaged in a team or role which has access to qualification assessment materials, content or mark schemes may not be permitted to take an LITC qualification due to the risk of a high conflict of interest and the potential impact on our regulatory requirements. Such colleagues must speak to their line manager prior to registering for an LITC qualification.

Anyone who has access to confidential assessment material for a qualification is not permitted to deliver external training on that qualification. Such colleagues must consult with their line manager should they wish to attend these training events.

Invigilators and staff involved in the administration of computer-based and paper-based examinations must ensure that no one with whom they have a close personal relationship (defined as a regular and ongoing relationship that is romantic, familial or financial) or any



students that have previously been taught by them, or any colleagues with whom they work regularly, are taking their exams.

8. How to contact us

If you have a concern or query about conflicts of interest you can contact us via phone or email.

Audit, Risk and Assurance Team or Executive Team (info@litc.org) who may be contacted at:-

5th Floor, Blue Star House, 234-244 Stockwell Road, SW9 9SP

02033970303

www.litc.org

*To report a conflict of interest please follow the procedure outlined in this document. If you have already collated evidence, please also send this to us.

*To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes. Please see our Privacy Notice (<https://www.LITC.org.uk/privacy-notice/>) for further information on your rights and our responsibilities under the General Data Protection Regulation.

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