



Professional Qualifications Conflict of Interest Policy

Definition of a Conflict of Interest

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise, or appear to compromise, decisions made by them, or about them.

This policy outlines People Dancing's expectations in relation to any potential conflict of interest and the actions it will take should a conflict of interest arise or be suspected in relation to the development, delivery or awarding of its Professional Qualifications.

Examples of conflicts of interest

A conflict of interest can occur when individuals have competing loyalties, for example:

- Where an assessor has a direct conflict because, for example, they have a personal relationship / friendship with the individual submitting work for assessment
- Where an assessor has an indirect conflict because, for example, their partner is employed by the institution submitting candidates' work for assessment
- Where a certificate or final report is due to be issued to a personal friend or relative of the administrator
- Where an assessor has, within the last three years, worked for the course provider that is submitting candidates' work for assessment
- Where a Committee or Board member is a Registered Provider or is engaged by a Registered Provider and either intentionally or unintentionally influences the development of People Dancing Professional Qualifications to benefit their training model

Aim

People Dancing aims to ensure that all its Board members, committee members, employees, staff, assessors and third parties providing services to us conduct their activities with the utmost integrity and professionalism. This includes the avoidance of situations giving rise to actual or potential conflicts of interest. This policy is designed to ensure that work is carried out for, or on behalf of, People Dancing is free from improper influence and is independent, fair, and devoid of bias. All persons to whom this policy applies must avoid making decisions or handling matters where they have an interest that might influence, or be perceived to influence, their judgment. They must also avoid putting themselves in a position where there is or may be a conflict between the duties required as set out in their agreement with People Dancing and their own private interests.

Remit

This policy applies to all People Dancing full time, temporary or occasional employees, staff, consultants, assessors and Board or committee members in relation to any aspect of work for People Dancing, including administrative, developmental, or operational in relation to all its qualifications and assessments.

Processes and procedures

All employees, staff, assessors, consultants and third parties related to the work of the People Dancing have a clause written into their contracts requiring them to declare any actual or potential conflict of interest in relation to their work with People Dancing. The requirements for Board members are set out in the Articles and for Committee members in the Terms of Reference (TORS).

All individuals connected with People Dancing Professional Qualifications have a duty to report any activity that might give rise to a potential conflict of interest. If there is any uncertainty around whether a situation poses a potential conflict of interest, it should be declared and the Director of Qualifications at People Dancing should be informed immediately in writing either by email to anna@communitydance.org.uk or by post at People Dancing, LCB Depot, 31 Rutland Street, Leicester, LE1 1RE.

The sooner any potential conflict of interest can be identified, the more easily People Dancing can take steps to redress any potential or resulting problem. It is therefore essential that anyone working with People Dancing maintains open lines of communication with the Director of Qualifications at People Dancing to let them know if they have any questions or have identified a problem.

If circumstances change after the date of engagement, individuals must declare any actual or perceived conflict of interest to their line manager or the Director of Qualifications in writing as soon as possible and in not more than 7 working days of becoming aware of the actual or potential conflict.

In the event that an assessor is given work to mark relating to a candidate who they have taught, performed with or with whom they have a personal connection they should inform the Director of Qualifications in writing as soon as possible, and in not more than 2 working days from receipt of the work or notification of the name of the candidate.

Should a perceived or actual conflict of interest come to light after an event or activity in which a conflict of interest might potentially have taken place, then an individual must also inform the Director of Qualifications in writing as soon as possible and in not more than 7 working days of becoming aware of event or activity.

Consequences of a breach of this policy

People Dancing seeks to reduce conflicts of interest because they have potential severe consequence for People Dancing as an awarding organisation and for individuals that take People Dancing assessments. When conflicts of interest arise, they can result in unfair advantages to learners and can undermine the validity and integrity of assessment systems. Compliance with this policy is mandatory and an intentional breach of this policy can result in serious consequences which may be treated as a case of malpractice to which People Dancing’s Malpractice and Maladministration Policy and sanctions may be applied in accordance with People Dancing’s Sanctions Policy. A breach of this policy may also result in:

- Disciplinary proceedings up to and including dismissal for employees
- Immediate termination of contract for any other service provider

Unintentional breaches may also occur, and all individuals connected with People Dancing are encouraged to maintain open lines of communication with the Director of Qualifications and discuss questions or concerns promptly so that any conflict of interest can be addressed as soon as possible.

Declaration

By signing this document I confirm that I have read it and understand what a conflict of interest is in relation to People Dancing’s work and why it is important to avoid conflicts of interest. I will abide by this policy and inform the Director of Qualifications if I have any questions or suspect or know of any conflict of interest in relation to my work with People Dancing.

Signed.....

Dated.....