



IIMTS
Awarding Body

IIMT STUDIES LTD **CENTRE POLICY**

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Conflict of Interest Policy

Policy Compliance:

This policy complies with
Ofqual, Handbook- General Conditions of Recognition

A4 Conflict of Interest
A8 Malpractice and Maladministration
B6 Cooperation with Ofqual
C2 Arrangement with Centres



Awarding Quality Qualifications through Global Recognition

Document Code No. IIMTS_AO_OGCR_COI_01_2020

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Conditions of Recognition: General Conditions of Recognition		Current version: 3 Next Review Date: 1 April 2026

Important contact-

Any query or concern related to this policy may be directly addressed to the Responsible Officer-

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Awarding body:

IIMT Studies Ltd- www.iimtsab.co.uk

Acronym used to represent IIMT Studies Ltd (IIMT Studies):

IIMTS AB

Regulating Body:

OFQUAL

Ofqual.gov.uk

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A. Policy Code: [IIMTS_AO_OGCR_COI_01_2020](#)

B. Policy Statement:

To protect the interests of all stakeholders, the organisation must ensure that every position, be it permanent, temporary, assignment-based, freelance or honorary, has a clearly defined role and responsibilities. As an organisation, the Awarding Body has to ensure that the roles and responsibilities defined for every professional engaged by it are clear and precise. Measurable and not overlapping or ambiguous. This policy aims to have clarity amongst all professionals and bodies/forums engaged and created by AO, has clear, non-ambiguous and non-conflicting roles and responsibilities.

C. Objectives of Policy:

The sole aim of this policy is to provide and define clear, non-ambiguous and non-conflicting roles and responsibilities to every professional engaged and everybody/forum/council/recognised centres created/approved by AO so as/to:-

- Explain through examples what Conflict of Interest is.
- Ensure all IIMT Studies stakeholders, including directors, members of the committees, employees, all associates, individuals, and third parties who are in interaction with IIMT Studies, understand the policy, which states how the Awarding Body defines and manages conflict of interest.
- No professional or forum or a body or a council is assigned any set of responsibilities and/or tasks contradicting the other set of tasks and responsibilities assigned to the same professional or body or forum or council by the organisation and/or contradicts or creates a conflict with a set of tasks or assignments or responsibilities assigned to other professional or body or forum or council by the organisation – Awarding body or it's authorised Centre.
- To block any instance of wasted interest or malfunctioning or malpractice by any professional/body/council/forum engaged or created by the Awarding Organisation or its authorised centre/s.

- An inbuilt checks and control mechanism is created to prevent/check/investigate, and mitigate any instance of conflict of interest in any function or role.
- All stakeholders have knowledge about the Conflict of Interest Policy.
- All Staff members and associates of IIMT Studies Ltd sign the declaration of COI.
- IIMT Studies is compliant with Ofqual conditions of recognition: [Section A4](#).
- Explain clear guidelines on how COI can be identified/declared/mitigated within IIMT Studies and its centres to protect the interests of learners/comply with the conditions of recognition.
- Ensure qualification(s) criteria remain valid at all times.

D. Policy Framework:

a) What is Conflict of Interest (COI):

Conflict Of Interest (COI):

For this policy, a conflict of interest is a situation or a state or condition when either an organisation or a professional in an organisation has competing interests or conflicting interests, which might negatively impact or impair its ability to make objective, unbiased and neutral decisions in line with standard policies and processes. Conflicts of interest can arise in more than one context. This policy covers conflicts of interest that impact or negatively affect (or could affect) an awarding organisation's / or its authorising Centre's ability to develop, deliver, and award regulated qualifications in a way that complies with its Conditions of Recognition.

A conflict of interest happens when someone has a job or role where they need to make decisions, but those decisions could unfairly benefit them or someone they're close to. It's like having two conflicting interests or loyalties. For an individual, it's important to handle this situation properly to avoid any problems or doubts about their decisions.

Examples:

Ex 1: A centre that is recognised for the delivery and assessment of a qualification/qualifications. Conflict of Interest arises here as the same Centre that is delivering is assessing the qualification. In order to comply with the Conditions of Recognition, the Centre must have two separate departments for the delivery and assessment of qualifications. A conflict arises here if:

- A faculty/tutor is also involved in the assessment of qualification/s.

Ex. 2: A faculty is responsible for grading final exams in a centre. Suppose that the faculty member's close relative is a student in the same class. In this situation, there's a potential conflict of interest because the professor might be influenced by their personal relationship when grading the relative's assessments. To manage this conflict, the Centre may have policies in place, such as having another faculty member review or grade the relative's exam to ensure fairness and avoid any perceived bias. This helps maintain the integrity of the assessment process and prevents any undue advantage or disadvantage for individuals involved.

Ex. 3: In a centre where Joseph is responsible for assessing learners' assignments to determine if they meet the required standards. If Joseph is also assigned the role of internal

Quality assurance, he is responsible for ensuring that the assessment process is fair, consistent, and meets the necessary quality standards.

In this situation, a conflict of interest may arise. Joseph, as both the assessor and the internal quality assurance, could face challenges in maintaining complete objectivity. He might be tempted to approve his own assessments without the same level of scrutiny he would apply to assessments conducted by others. This dual role raises concerns about whether Joseph can be entirely impartial in quality assurance, given that he has a vested interest in the assessments he originally conducted.

To avoid conflicts of interest and ensure fairness, organisations often separate the roles of assessor and internal quality assurance, assigning these responsibilities to different individuals. This separation helps maintain a checks-and-balances system, enhancing the overall integrity of the assessment process.

Ex 4: A person named Roger who works as both an assessor and the department head in a training organisation. Roger is responsible for assessing the performance of learners in the organisation. Now, under Roger, there's also an internal quality assurance named Branda. Branda's job is to make sure that the assessments conducted by Roger (the assessor) meet the quality standards set by the organisation.

Here's where a conflict of interest might arise: Since Roger is assessing learners as the head of the department, and Branda is supposed to check the quality of Roger's assessments, there's a potential conflict because Branda might be inclined to favour Roger's assessment since he is her head.

Below are a few possibilities that explain how the conflict of interest arises:

Conflicts of interest can arise in a variety of circumstances, such as:

- When an individual has a position of authority in another organisation that conflicts with his/her interests in IIMT Studies, they may seek to influence the decision at IIMT Studies for any financial and/or personal reward.
- When an individual has interests that conflict with his or her professional position.
- Where someone works for or carries out work on the School's behalf but may have personal interests – paid or unpaid – in another business.
- Where someone works for or carries out work on the School's behalf, who has friends or relatives taking assessments or examinations.
- Contractual arrangements in place- where any individual has been contracted to work with IIMT Studies and the individual has other potential interests in other organisations which may influence his/her decisions taken for IIMT Studies.
- Involvement of any senior member of the centres in assessment or internal verification.
- If the awarding body decides to provide training, it may have a personal interest in the attainment of learners.
- A centre or AB, which is also a corporate training provider, may create a COI by not differentiating regulated qualifications and training offered.
- Any member of the organisation may have a personal interest in any centre's recognition and/or learners' attainment.

- When any contracted individual or a group of IIMT Studies has a competing interest in any other organisation associated with working with IIMT Studies for any matter.
- When any individual/group works with IIMT Studies for qualification development and/or assignment writing and/or undertake/s verification work and has a personal interest in IIMT Studies qualifications, for example: himself/herself or a group of friends or relatives studying IIMT Studies Qualifications.
- Where an individual has a position in another organisation and may seek to influence the decision at IIMT Studies for any financial and/or personal reward.
- When any recognised centre's director and/or shareholder is involved in the assessment or internal quality verification.
- When IIMT Studies staff/associate and/or its recognised Centre's staff/associates wish to take the qualifications of IIMT Studies.

Some more *examples* of Conflict of Interest:

<i>Situation where</i>	<i>Doing (what)</i>	<i>and (what is creating a Conflict of interest)</i>	<i>that can be mitigated by following the below</i>
<i>Mr A- an assessor, colleague and/or lecturer of the college</i>	<i>Studying a qualification at the Centre</i>	<i>The assessor/and or internal quality assurer are close friends of Mr A</i>	<i>Mr A's work is required to be assessed and internally verified by another assessor and internal verifier.</i> <i>Or</i> <i>Mr A may pursue the same qualification in other centres</i>
<i>Mr A is a principal of the recognised Centre</i>	<i>And take the decision of Assessment and Internal Quality Assurance</i>	<i>It may be presumed that the decision taken is biased and will not make it a valid judgment because he may seek to influence the decision for any financial and/or personal reward</i>	<i>Assessors and IQA are to be different persons who do not have any financial gain</i>
<i>Mr A is a principal of the Centre</i>	<i>His child/children enrolls for a programme in the same Centre</i>	<i>This situation could potentially create a conflict because Mr A may be torn between his professional duties, such as ensuring fair treatment of all students, and his personal interest in ensuring favourable circumstances for his daughter in assessments.</i>	<i>Extra measures to be taken by IIMT Studies in the assessment of his daughter.</i>
<i>A Centre is involved in the delivery and assessment of a qualification</i>	<i>The same department that is involved in the delivery is assessing qualifications</i>	<i>Situation 1 - There are no separate roles defined for the delivery and assessment of qualifications</i>	<i>Situation 1- Two separate roles are to be designed for the delivery and assessment of qualifications.</i> <i>Situation 2- Both individuals who are involved in</i>

		<i>Situation 2- The person who is involved in teaching is also assessing learners' work and is involved in the internal quality assurance process.</i>	<i>teaching/assessment and IQA must be two separate individuals.</i>
<i>A Centre has recruited two relatives who are involved in the assessment exercise</i>	<i>The same department that is involved in the delivery is assessing qualifications</i>	<i>Situation 1 - There are no separate roles defined for the delivery and assessment of qualifications</i> <i>Situation 2- The person who is involved in teaching is also assessing learners' work and is also involved in the internal quality assurance process.</i>	<i>Situation 1- Two separate roles are to be designed for the delivery and assessment of qualifications.</i> <i>Situation 2- Both individuals who are involved in teaching/assessment and IQA must be two separate individuals.</i>

b. Common situations of COI:

Conflicts of interest are likely to arise in various situations.

- Firstly, within internal management functions and other business interests, conflicts may arise due to dual roles and responsibilities.
- Secondly, engagement with external suppliers of services presents another scenario where conflicts of interest may occur.
- Thirdly, the registration of learners to centres and, finally, the assessment of learners can be areas where conflicts of interest are prone to arise.

In each of these instances, it is crucial to be vigilant and address potential conflicts appropriately.

c. Recognising Conflicts:

IIMT Studies acknowledges that it is not always possible to pre-empt when a conflict of interest is likely to arise. Conflict arises when any individual or a group's interest conflicts with any operational and/or governing activity of IIMT Studies' business function, including development, delivery and award, for which they are associated. IIMT Studies ensures that all staff members, associates, and board members associated with centre quality standards, monitoring and compliance of centres and/or learners will have no personal interest in the Centre and/or learners. IIMT Studies will also ensure that all centres have the standard policy of Conflict of Interest and the system in place for the delivery and assessment of qualifications.

d. Being responsible towards COI:

It is the responsibility of all individuals engaged in the development, delivery, and awarding of IIMT Studies qualifications, as well as other associated activities, to follow the following guidelines:

- Conduct activities in a manner that aligns with the objectives and aims of IIMT Studies.
- Clearly define and separate their roles from other functions to the extent possible.
- Regularly monitor their activities to ensure the integrity of IIMT Studies qualifications.
- Acknowledge and report any potential or existing conflicts that may arise in the course of their involvement.
- Comply with the COI policy in all aspects.

Any key stakeholder, whether an entity or an individual, has the responsibility to declare the possibility of a conflict or potential conflict. Individuals participating in the development and delivery of IIMT Studies qualifications must promptly inform IIMT Studies if:

- They have close relationships with and/or are involved in teaching/training learners preparing for assessment.
- They handle scripts or other submitted work for assessment from learners known at the Centre where they teach/train.
- They have a familial connection with any director, employee, or contractor of IIMT Studies.
- Their work for IIMT Studies could be influenced by a personal interest or association in any other way. For example, financial gain in marking the assessments

IIMT Studies Governance Board is ultimately responsible for the Conflict of Interest of its dissemination acts, review and the management of conflict of interest/potential conflict of interest.

All individuals associated with IIMT Studies or its recognised centres, involved in:

- Governance model
- Development of qualifications
- Delivery of qualifications
- Assessment of qualifications
- Quality assurance
- Centre inspection and visits
- Award of Qualification
- Promotion of qualifications

Must ensure to take note of this policy and ensure to declare the COI/Potential COI that may arise within the existing role and/or at the time of change in the role using the process mentioned in this policy.

Fill out the COI form and keep it until the completion of the association/contract completion of the role he/she is assigned for the work of IIMT Studies

All members, including directors, committee members, associates, and individuals, must declare the COI/Potential COI within the role they are assigned or at the time of a change in the role.

e. Responsible officer and conflict of interest:

The responsible officer will be reporting the Conflict of Interest/Potential Conflict of Interest to the board and the regulatory authorities regularly, and the plans/actions taken to mitigate them. The cases/potential cases will be investigated, judgments will be recorded and filed with required evidence, and reports will be reported with regulatory authorities.

f. Circumstances in which COI must be declared:

Imagine you are an IIMT Studies recognised Centre's lecturer responsible for assessing Business Management courses. You/your cousin/friend/spouse/child/relative/close friend/a connect to whom you have obligations has recently enrolled/wants to enrol in IIMT Studies Qualification at the Centre where you are involved in teaching and/or assessing and/or administration. In this situation, a conflict of interest arises, and you must declare the COI.

Consider you are a head of a department at an IIMT Studies centre and may have any of the above, who represents a company being considered for contractual arrangements to supply e-learning resources to your Centre. As the decision-maker in this procurement process, you have a potential conflict of interest since your close friend's company is under consideration for a contract, and you hold influence over the decision-making process. In this situation, a conflict of interest arises, and you must declare the COI.

g. Procedure to declare the interests:

It is a must for individuals to disclose their interests as per the above definitions. Such disclosures should typically be made in writing or via email to the Head of Operations and Compliance at IIMT Studies. IIMT Studies, being a responsible organisation, ensures the implementation of the policy for its staff members and its centres. Failure to declare their interests may result in disciplinary measures. For employees of IIMT Studies Centres, a failure to disclose interests will be treated as an act of malpractice, aligning with the provisions outlined in the Malpractice and Maladministration Policy. Consequently, the employee or Centre may face sanctions.

The significance of adhering to this protocol lies in maintaining transparency, integrity, ethical conduct and compliance with the conditions of recognition. It ensures that potential conflicts of interest are identified and appropriately managed. Non-disclosure may compromise the impartiality of decision-making processes, leading to disciplinary consequences imposed by IIMT Studies for non-compliance with the conditions of recognition. If any uncertainties arise regarding what, whether, or how to declare interests, individuals are strongly encouraged to seek guidance from the Head of Operations and Compliance at IIMT Studies to ensure the organisation's ethical standards and regulatory compliance.

IIMT Studies or its Centre ensures to declare the COI when it is identified by the Centre, an individual, a governance, management representative or any senior member of the AB by filling out the COI declaration form mentioned below. Once the COI is declared, IIMT Studies confirms how the next activity related to the identified area is to be performed. The COI

may be identified in an individual, organisation, administration, operations or any other activity involved in the delivery of the assessment.

This remains clarified, and that non-declaration of potential COI or denial of performing the actions recommended by IIMT Studies upon identification of COI may attract sanctions and may be considered as malpractice or maladministration.

IIMT Studies encourages its staff/associates/centre's staff for their continuous development, which is an important aspect of personal and professional development. However, centres must inform the same IIMT Studies and the strategy of how the quality assurance, delivery and assessment will be managed in case a conflict of interest is identified.

Staff members involved in the financial interest of outcomes of assessment (directors, stakeholders, board members, partners) must not play a dual role in the assessment and/or internal quality assurance decisions. If that is still the case, the same must be declared to IIMT Studies via email to the centre support team support@iimtsab.co.uk and seek assistance. Below are a few additional examples to understand the situation:

- The director/shareholder/partner/board member is the principal or heads the quality assurance team and/or assessment team
- Any of the above is involved in making decisions of assessments and/or internal quality assurance

In such cases, IIMT Studies will take extra measures to ensure the quality processes aren't compromised and the integrity of qualifications and assessments. For ex:

- Preventing any specific individuals from making decisions related to assessment, internal verification decisions
- Requiring additional samples at external quality assurance for learner/s' work
- Additional monitoring and visit provisions

One more common example of COI is the director/shareholder/partner/board member's relative/friend/close associate who is interested in taking the qualifications of IIMT Studies.

Centres may request further guidance and/or training on this policy by reaching out to the Head of Compliance, Responsible Officer and/or the Operations team. They can communicate with them at support@iimtsab.co.uk or using the below postal address:

IIMT Studies Ltd
Havelock Hub
14 Havelock Place
Harrow
London
HA1 1LJ

h. Data Protection:

The information disclosed during the declaration of an interest will be handled in strict compliance with the data protection policy outlined in compliance with the Data Protection Act 1998 and 2018, along with the General Data Protection Regulation (GDPR). IIMT

Studies, being a responsible organisation, ensures that data is processed exclusively for the purpose of ensuring that relevant individuals act in the best interests of IIMT Studies, its centres, and learners. The provided information will not be utilised for any other purposes.

i. Managing Conflicts and its procedures:

In normal cases, if simple measures are taken, the conflict risk can be mitigated. The activities that may create a potential conflict of interest may be managed with other arrangements to avoid the conflict. In case it is unavoidable, an individual should be prevented from undertaking that specific task or activity.

Examples:

Centre EV visit-

Risk: An EQA responsible for External verification decisions at IIMT Studies has a close relative working for a Centre where the EV visit is scheduled.

Mitigation: The EV should disclose the relationship to the Head of Operations and Compliance. To avoid conflict, the said EV can be excluded from the visit and/or decision-making process, and another team member can handle the said centre visit.

Assessment of Relatives:

Risk: A faculty member involved in assessing learners' work has a child enrolled in a qualification of IIMT Studies at the same Centre where she works.

Mitigation: The faculty member must declare this situation to the appropriate authority. To prevent any conflict, the faculty member should not be assigned to assess or grade any work submitted by their child. An alternative assessor can be designated for an impartial evaluation.

j. Declaration of Conflict of Interest:

COI will be declared the HR Manager and/or Responsible Officer, who is responsible for ongoing monitoring and review of COI and reports to the board about it. The declaration will be recorded on file. The COI/Potential COI can be declared using the "*Conflict of Interest declaration form*".

IIMT Studies Staff:

- All IIMT Studies staff are required to undertake an Annual Statement of Conflict of Interest as per the policy.
- Individuals or Key Stakeholders identifying potential or actual conflicts must complete the provided COI Declaration Form.

IIMT Studies recognised Centres:

- Individuals within a Centre should declare conflicts of interest through the designated reporting channel.

k. Resolution of Conflict:

Simple measures may include an individual's commitment not to participate in decision-making. However, discussions may be necessary to determine the appropriate management of the conflict based on the disclosure circumstances. In all cases, IIMT Studies must be informed about any conflict that may arise.

l. Decision-Making:

Typically, obtaining an undertaking from the individual to maintain the integrity of IIMT Studies qualifications and reorganise activities is sufficient in order to maintain the integrity of the qualifications as to the compliance with the conditions of recognition.

If the above steps are impractical, an alternative solution must be agreed upon. The chosen solution should be proportionate to the conflict's nature; extreme cases may warrant monitoring or restrictions on activities.

m. Recusal:

Upon declaration of a conflict of interest, the involved individual is expected to withdraw from participating in discussions or activities that may be influenced by the conflict. This process, known as 'recusal,' is crucial for maintaining objectivity. Failure to recuse oneself may result in being asked to leave the meeting by the Chair.

IIMT Studies expects its staff members and all centres to comply with the COI policy at all times. Individuals involved in the admission, assessment or Internal/External verification of learners must recuse themselves from activities related to the conflicted learner or will have to face disciplinary action. Centres employing such individuals are required to follow disciplinary procedures, and failure to do so may lead to sanctions by IIMT Studies following a thorough investigation.

Example:

If a Centre staff member responsible for admissions discloses a personal connection with an applicant, they should recuse themselves from the decision-making process to ensure fairness and impartiality.

Effectively managing conflicts of interest involves promptly informing the IIMT Studies Head of Operations and Compliance and ensuring appropriate recusal from activities that may raise questions about the impartiality of the person or organisation involved in the conflict of interest.

n. Training and support:

IIMT Studies will provide training and support in understanding the conflict of interest to its staff members and all centres in order to comply with this policy. Centres at all times can request additional guidance from IIMT Studies on this policy. This policy is reviewed annually or from time to time, whichever is earlier, to comply with the conditions of recognition and its updates.

Additional information on Conflict of Interest:

Any individual or associate involved in the development, delivery, governance, quality assurance, promotion or any aspects of such in IIMT Studies or its centres should declare if he/she:

- is related/associated with any individual who is a director/board member and/or any associate of IIMT Studies
- was previously associated with IIMT Studies in any manner
- is associated with the teaching/delivery of qualifications
- is associated with any learner who is preparing for any form of assessment
- is associated with any learner/centre on a personal basis who submitted the form/sheet of assessment

Other important provisions of the Conflict-of-Interest policy for centres:

- a) The policy and its contents are known to all associates, staff, and third parties involved in IIMT Studies Qualification delivery, assessment, Internal Quality Assurance, and/or other quality assurance processes related to the qualifications of IIMT Studies.
- b) Centres should have a policy of Conflict of Interest and share it with the inspector at the time of the centre inspection/recognition process. Once approved, the same has to be implemented, and all provisions must be followed by all associates/staff/third parties involved in IIMT Studies qualifications assessment, quality assurance and assessments.
- c) The process controls have to be in place to eradicate any possibility of a conflict of interest under this policy.
- d) The major steps and process control to be implemented and ensured by the process owner under this policy are as follows:
 - The role of Assessor, Examiner, teacher/faculty/verifier has to be crystal clear and very well defined to ensure that there are no ambiguities/overlapping of any responsibility amongst these three roles under this policy
 - The Learning Delivery team member/commonly known as faculty (teacher/faculty/tutor), is only responsible for preparing and executing the learning delivery plan, preparing reading notes, quizzes for learning modules, delivering lectures against prescribed learning modules for his or her course or subject and designing topics for case studies and on-the-job learning projects
- e) Any act or instance of conflict of interest by any member of the team of learning delivery may lead to appropriate disciplinary actions against him or her, and the outcome or result due to such an act of conflict of interest will be considered invalid or null & void.
- f) The moderator or the lead faculty under the Process Owner of this policy should be equally responsible for ensuring zero tolerance for this clause of this policy.

Additional Policy Compliance Guidelines:

To ensure compliance with this policy:

- IIMT Studies and its associates/directors/centres ensure to follow all areas specified in this policy at all times

- IIMT Studies and its associates ensure that they have no personal interest in activities involved in decisions on the standards of centres and their individual work or any learners' work, attainment, assessment or internal/external verification.
- Keep close monitoring of every decision which gives rise to COI.
- Maintains integrity at all functions.
- Follow all policies and qualification criteria as described.
- Report any COI/Potential COI when it is identified.
- When the identified COI is unmanageable, withdraw from that activity, follow the policies, arrange alternate resources which do not give rise to unmanageable COI and record the instance as per the data protection and record policy.
- IIMT Studies also ensure that the regulatory body is updated in case such instances are identified and action is taken on them.
- Centres ensure to keep a record of all COI/Potential COI and update the IIMT Studies upon identification.

Additionally, IIMT Studies:

- ensures to maintain the integrity by bifurcating regulated and nonregulated programmes on various platforms of advertisement, including the websites of recognised centres
- ensure that the titles, course curriculum, and overview of regulated and nonregulated programs are separate, which can easily be identified by a potential learner
- guide on how centres should deal with conflicts of interest
- ensures that no third party is involved in the delivery of regulated qualifications on behalf of the authorised centres without written approval and robust quality parameter checks by IIMT Studies Ltd.
- all staff and associates will sign the COI declaration and declare any COI/Potential COI during the period of their term/contract/association/employment with IIMT Studies
- ensure to record all judgements, and declarations of COI and will review the policy to ensure it is fit for purpose at all times
- the member who is identified as a part of a conflict of interest will not be involved in the investigation and/or decision-making process for that particular subject or case
- identify any other potential conflict of interest that may arise from any activity conducted by an individual/Centre once the COI is declared
- IIMT Studies and its recognised centres ensure that they maintain a Risk Register and log all conflicts in that register.

Other common areas of Conflict of Interest/potential Conflict of Interest:

- Internal Assessors Evaluating Their Own Students - Example: A tutor who has taught a group of students is also responsible for assessing their final exams or coursework, creating a bias in grading.
- Centre Staff Running a Competing Training Business- Example: A staff member at the Centre also operates a private tuition business offering similar courses, diverting students away from the Centre.
- Assessor/IQA who is a private tutor to learners outside the Centre- Example: Assessment exercise/part of assessment exercise is conducted by an assessor/an IQA who is also a private tutor to learner/s who is/are being assessed.

- Personal Relationships with External Verifiers or Auditors- Example: A centre manager has a close friendship or family relationship with an external verifier, which may compromise the objectivity of the quality assurance process.
- Staff Involvement in Student Appeals- Example: An instructor who previously failed a student is later involved in reviewing that student's appeal, leading to a biased decision.
- Preferential Treatment in Course Admissions- Example: A centre administrator prioritises enrolling friends or family members into high-demand courses, bypassing standard admission criteria.
- Misuse of Centre Resources for Personal Training Services- Example: A trainer uses the Centre's facilities, materials, or branding to run unauthorised private coaching sessions for personal profit.
- External Contracting of Services to Family-Owned Businesses- Example: A centre director awards a catering or printing contract to a business owned by their spouse without a fair, competitive bidding process.
- Hidden Financial Interests in Suppliers- Example: A staff member responsible for ordering training materials selects a supplier where they have a financial stake, without disclosing it to the Centre.
- Staff Accepting Gifts from Learners or Vendors- Example: A student offers expensive gifts to a tutor in exchange for more lenient grading or special consideration.
- Dual Roles in Exam Administration- Example: A staff member who sets exam papers is also responsible for invigilating the exam, increasing the risk of tampering with results.

Conflict of Interest Declaration Form

Please read the IIMT Studies Ltd Conflict of Interest Policy content above for more information.

SECTION 1: PERSONAL DETAILS			
NAME:	Click here to enter text.		
Relationship with IIMT Studies Ltd:	Click here to enter text.		
PHONE:	EMAIL:	Click here to enter text.	
If Centre (Centre, no):	Click here to enter text.	Centre Location:	Click here to enter text.

SECTION 2: DISCLOSURE DETAILS	
The actual, potential conflict of interest may relate to <i>(please tick all appropriate box/s)</i>	
<input type="checkbox"/> Relationship with family/friends/close relatives	<input type="checkbox"/> Staff recruitment
<input type="checkbox"/> Outside work activities (paid or unpaid)	<input type="checkbox"/> Relationship with external (third) parties
<input type="checkbox"/> Any Financial interest	
<input type="checkbox"/> Gifts/benefits/other benefits	<input type="checkbox"/> Any provision of external consultancy services which may lead to a financial interest
<input type="checkbox"/> Private tutoring provision	<input type="checkbox"/> Other (please share the details below)

Click here to enter text.

Procurement of goods and services

Specify the COI/Potential COI below and record it:

Click here to enter text.

The (actual/potential) identified conflict is expected to last:

0–12 months

>12 months or ongoing

SECTION 3: For IIMT Studies Board Chair/the College Principal/Employer

In my opinion, the details provided:

- does not constitute any COI/Potential COI. I authorise the employee/associate/third-party/applicant to continue the activity (go to section 4).
- does/do constitute COI/Potential COI (A detailed action plan is required).

Specify the actions:

For example:

- reformulation of the scope of work
- restricting access to a certain/specific/piece of information
- temporary removal of the individual from the process/role/responsibilities
- Additional monitoring and/or arrangements
- as the conflict is minimal, no action is required

Actions taken:

Click here to enter text.

Duration of action to mitigate the risk:

SECTION 4: EMPLOYEE'S DECLARATION

All declarations are made as per the Conflict of Interest Policy of IIMT Studies Ltd, and all terms are compiled as per the policy.

SIGNATURE:

DATE:

SECTION 5: The Board Member/PRINCIPAL/ EMPLOYER

I declare that the action plan is implemented, and the risk is mitigated:

NAME: [Click here to enter text.](#)

SIGNATURE:

DATE:



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