

Conflicts of Interest Policy

Centre Name: 4 TEFL

Responsible Person: Ruswel James, Quality Assurance

Review Date: 30 September 2025

1. Purpose

The purpose of this policy is to identify, manage, and mitigate actual or potential conflicts of interest that could compromise the integrity, fairness, or impartiality of assessment, verification, or certification decisions at 4 TEFL.

2. Scope

This policy applies to:

- All staff, assessors, IQAs, administrative staff, and contractors working with 4 TEFL.
- All learners enrolled on 4 TEFL programmes.
- Any external partners or organisations involved in the delivery or assessment of qualifications.

3. Roles and Responsibilities within 4 TEFL

- **Quality Assurance (Ruswel James):** responsible for recording, monitoring, and resolving declared conflicts of interest.
- **Assessors/IQAs:** must declare any personal interest in learners they assess or verify.
- **Administrative staff:** must report potential conflicts where family, business, or personal interests may affect impartiality.
- **Learners:** expected to disclose any relationship with assessors or staff that may influence assessment outcomes.

4. Examples of Conflicts of Interest

Conflicts of interest may include (but are not limited to):

- Assessors marking work of family members, friends, or colleagues.
- Staff having financial or personal interest in a learner's outcome.
- Personal relationships that may compromise impartiality.
- External partners providing services where they may influence assessment decisions.

5. Procedure

1. **Declaration** – All staff and learners must declare potential conflicts of interest at the earliest opportunity.
2. **Recording** – Conflicts are logged in the CRM system by the Quality Assurance.
3. **Action** – Where necessary, assessment or verification duties will be reassigned to another assessor or IQA.
4. **Monitoring** – QA will review conflicts periodically and ensure mitigation actions are effective.
5. **Escalation** – Serious or unresolved conflicts will be referred to Focus Awards.

6. Confidentiality

All declarations are handled sensitively and confidentially, in compliance with the [Data Protection and GDPR Policy](#)

7. Monitoring and Review

- The register of conflicts of interest is reviewed annually.
- Patterns or recurring issues are analysed as part of the Quality Improvement process.
- This policy is reviewed annually by the Quality Assurance and updated as required.

This policy has been approved & authorised by:

James Ruswel
Quality Assurance
30 September 2025

