



## **Conflict of Interest Policy and Procedure**

### **1 Scope**

The Society of Forensic Interviewers (SoFI) provides an accreditation service by which individuals can gain formal recognition of their achievements through successful completion of our Accredited Learning Programme (ALP). This ALP is accredited by SFJ Awards, an OfQual regulated Awarding Body, and has been mapped and found to be equivalent to a level 4/5 vocational qualification. By gaining certification through a rigorous quality assurance process, employers will have confidence that their employees have reached an agreed level of skills and knowledge.

This involves the development, delivery and awarding of accreditation and certification, including setting assessments and quality assuring the assessment process to ensure that assessments are fair, valid and carried out in line with the defined processes.

This policy covers:

- how SoFI will identify and manage conflicts of interest or potential conflicts of interest, within the Approved Centre function
- the identification of conflicts of interest and potential conflicts of interest in the delivery of the courses and how these will be managed.

### **2 Definitions**

**Learner** - a member of SoFI who has enrolled on a SoFI course accredited by the OfQual Awarding Body (SFJ Awards), or by SoFI.

**Accredited Trainer** - a member of SoFI who has met the Accredited Trainer Approval Criteria to provide online and/or practical tuition for a SoFI course accredited by the OfQual Awarding Body (SFJ Awards) or by SoFI.

For the purposes of this policy, a conflict of interest exists where:

- SoFI's interests in any activity undertaken by it, on its behalf, or by a member of SoFI, has the potential to lead it to act contrary to its interests in the development, delivery

and award of ALP in accordance with the Awarding Organisation (SFJ Awards) Conditions of Recognition

- a person who is connected to the development, delivery or award of ALP has interests in any other activity which has the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with Awarding Organisation (SFJ Awards) Conditions of Recognition
- an informed and reasonable observer would conclude that either of these situations was the case.

### **3 Purpose**

The purpose of this policy is to recognise that conflicts of interest may occur and to set out guidance and procedures that must be followed to ensure that a conflict of interest, or potential conflict of interest, does not have an Adverse Effect on the development of the Award, the learning provision, the assessment process or the assessment outcomes.

### **4 Identifying Conflicts of Interest**

Conflicts of interest will be identified by SoFI on an ongoing basis by the SoFI Director and the Members Council.

Through these processes SoFI will identify:

- all conflicts of interest which relate to its work as an Approved Centre, and
- any scenario in which it is reasonably foreseeable that any such conflict of interest will arise in the future.

The Managing Director will monitor any conflicts of interest or potential conflicts of interest, recording them in the Conflicts of Interest Register. The records include the nature of the conflict, the potential Adverse Effect, the mitigating actions and the associated timescales. These will then be notified to SFJ Awards.

In addition, the Members Council will review the Conflicts of Interest Register and monitor SoFI's management of conflicts of interest.

It is a condition of Accredited Trainers recognition that Accredited Trainers adhere to the SOFI conflicts of interest policy.

Accredited Trainers have contractual obligations to identify and monitor:

- all conflicts of interest which relate to its work in delivering qualifications, and

- any scenario in which it is reasonably foreseeable that any such conflict of interest will arise in the future.

## **5 Managing Conflicts of Interest**

SoFI, its contractors or Accredited Trainers involved in the development, delivery or award of a qualification, will take all reasonable steps to ensure that no conflict of interest which relates to it has an Adverse Effect.

Where such a conflict of interest has had an Adverse Effect, the Approved Centre must take all reasonable steps to mitigate the Adverse Effect as far as possible and correct it.

In most cases it is envisaged that simple measures will be enough to manage conflicts of interest. It may be that the activity can be managed differently so that conflicts of interest are avoided. In other cases, acknowledgement of the conflict of interest and a simple undertaking by an individual will be all that is required. Only in extreme circumstances, where the conflict of interest may be so fundamental and unmanageable, will an individual be prevented from undertaking specific activities.

## **6 Interests in Assessment**

Accredited Trainers must take all reasonable steps to avoid any part of the assessment of a Learner (including by way of quality assurance) being undertaken by any person who has a personal interest in the result of the assessment.

Individuals should not be involved in any part of the assessment process or the quality assurance of assessment decisions by an Accredited Trainer in which they have a personal interest. Where a potential conflict of interest occurs, the Accredited Trainer must report the matter to SoFI who will then agree on an appropriate course of action.

## **7 Review of the Policy**

The policy will be reviewed annually and revised as necessary in response to Accreditation or Certification Users feedback, changes in SoFI provisions and guidance from the Awarding Organisation (SFJ Awards).