

DOCUMENT TITLE	Conflict of Interest Policy		DOCUMENT Ref. GLTI/PO/QA -09
ISSUE DATE	REVISED	NEXT REVISION DATE	
18-01-2018	23-01-2026	22-01-2027	
AUTHORED BY NAME/SIGNATURE Ali Al Barwani 	APPROVED BY NAME/SIGNATURE Maher Al Obaid 	ENDORSED BY NAME/SIGNATURE Ahmed Al Rashdi 	

INTRODUCTION

GLTI is committed to ensuring that individuals undertaking a course, programme of learning, training or any other activity provided by the company do so confidentially, honestly, fairly and with integrity and objectivity.

This policy applies to all tutors, trainers, assessors, internal quality assurers and any other personnel associated with GLTI in delivering its qualifications and programs

SCOPE

The policy aims to draw attention to possible conflicts of interest and provide a framework of identity and manage them. This policy does not attempt to identify and cover every possible conflict of interest situation that may arise but provide some procedures that will allow the application of dealing with them.

WHAT IS A CONFLICT OF INTEREST

A conflict of interest is a situation in which an individual has a direct or indirect, professional or personal interest in the outcome and may lead to them acting contrary to the norm.

A conflict of interest may arise in a variety of differing situations associated in the development and delivery of qualifications, examples being (this list is not exhaustive):

-  Where an individual is internally or externally marking assessments of a candidate who is a friend or relative
-  An assessment and quality assurance activity is undertaken by the same person
-  An assessor or Quality Assurer works for multiple stakeholders and has difficulty being impartial
-  Gaining personally from any company that the Centre has dealings with

Common situations where a conflict of interest is likely to occur are:

- ✚ Assessments of candidates
- ✚ Invigilation of candidates
- ✚ Certification of candidates
- ✚ Internal management functions
- ✚ Internal Staff training
- ✚ Engagement with suppliers

RESPONSIBILITIES

It is the responsibility of all person's when involved in the assessment of qualifications, internal quality assurance and other associated activities that meet GLTI assessment strategy, to:

- ✚ Conduct their activity's so that the aims of GLTI assessment strategy are implemented
- ✚ Ensure that they make their role clear and separate this from their other functions, as far as is possible
- ✚ Monitor their activities, in order to maintain the integrity of the assessment
- ✚ Devote enough time and intellectual ability to their responsibilities
- ✚ Recognize and report any potential or existing conflict

The possibility of a conflict or potential conflict may be declared by any key stakeholder as an entity, or any individual

MANAGING CONFLICT

In order to implement this policy, based on a review of any declaration and supporting information received it will be determined if the affected personal has an actual, potential or apparent conflict of interest. It may be required that appropriate actions are taken to reduce or remove any identified conflict of interest by:

- ✚ Disclosure to other interested parties
- ✚ Restricting access to particular information
- ✚ Rearrangement or transfer of responsibilities e.g. appointing an alternative assessor
- ✚ Replacement of the individual

In many cases a declaration of interest and undertaking by the affected person to relevant parties to prioritise the interests of GLTI will be sufficient.

Reporting COI to Awarding Body

Awarding bodies must be informed about conflict of interest before the published deadline for entries for each examination series. Examples of cases to be reported are:

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- GLTI staff taking qualifications which include internally assessed components/units at the institute.
 - Staff teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (eg children) for qualifications which include internally assessed components/units.

When entering members of staff for qualifications the Head of Centre must ensure that:

- the usual protocols are in place to prevent the staff member from accessing exam materials prior to the exam, and that other staff understand the importance of maintaining the integrity and confidentiality of the exam materials
- the member of staff does not receive any preferential treatment.

To inform Awarding body about one of the conflicts of interest described above, a Conflict of Interest form to be completed. No further action is necessary unless a member of the Exams Integrity team ask for further information.

Communication, Training and CPD:

This policy shall be communicated to all GLTI employees and students. It shall be part of the new employee induction and training.

As a part of continuous improvement process of GLTI business conduct, all GLTI policies are subject for annual revision basis and changes in policies are made part of employees Continuous Professional Development.