



Conflict Of Interest Policy

About the College

Oxfordian College is an esteemed institution dedicated to delivering innovative undergraduate, postgraduate, and professional education. Aiming to be a leader in borderless education, Oxfordian College provides a wide array of international qualifications, surpassing the traditional local education system for UK youth.

As one of the UK's largest transnational education groups, Oxfordian College operates specialises in offering international programs and highly respected degrees and skills qualifications locally. Accredited by leading awarding bodies SQA, VTCT, TQUK, Pearson, ATHE, NCC Education, Trinity College, Oxfordian College specialises in providing forward-thinking education in fields such as undergraduate and postgraduate studies, education programs, professional and skills training, accounting, innovative sciences, education, design, media, and business education.

The college excels in transnational education programs, establishing numerous collaborative, affiliated, and partnership arrangements with renowned international institutions, universities, professional bodies, and global assessment associations. Whether seeking a Foundation Diploma, an undergraduate degree, a top up programme or a Professional Certification, Oxfordian College offers a program to suit diverse interests, professional needs, and career aspirations.

Purpose

This policy aims to safeguard the fairness, objectivity, and integrity of the assessment processes at Oxfordian College. It establishes a robust mechanism to identify, declare, and address any conflicts of interest that could influence, or be perceived to influence, assessment decisions.

The policy is critical to:

- Ensuring compliance with OfQual requirements for impartial and transparent assessments.
- Upholding the credibility and reputation of qualifications offered by Oxfordian College.
- Protecting learners, staff, and the organisation from bias or misconduct in the assessment process.

Scope

This policy applies to:

- All courses delivered by Oxfordian College that are accredited by awarding bodies.
- All personnel involved in the assessment process, including assessors, tutors, internal quality assurers (IQAs), moderators, and administrative staff.
- Situations where external stakeholders or third parties may exert influence on assessment outcomes.

Definition of Conflict of Interest

A conflict of interest arises when personal, financial, or professional relationships could compromise, or appear to compromise, the impartiality of assessment activities. Specific examples include:

Personal Relationships

- Assessors having close familial ties (e.g., spouse, child, sibling, parent) with a learner.
- Personal friendships or romantic relationships between assessors and learners.
- Assessors evaluating their own work or that of a close colleague.

Financial Interests

- Direct or indirect financial stakes in the success or failure of a candidate, such as bonuses tied to candidate performance.
- Accepting gifts, monetary compensation, or favors from learners or third parties with a vested interest in assessment outcomes.

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Professional Relationships

- Supervisory or mentoring roles that may introduce bias into the assessment process.
- Collaborations or partnerships between assessors and learners on external projects.

Competing Commitments

- Holding roles or responsibilities that detract from an assessor's ability to allocate sufficient time and focus to assessment tasks.
- Situations where assessors serve dual roles (e.g., tutor and assessor) that may conflict with impartiality requirements.

Declaration Process

Initial Declaration

Upon joining Oxfordian College, all personnel involved in assessments must complete a Conflict of Interest Declaration Form to disclose any potential conflicts of interest.

- If no conflict exists, the individual must state this explicitly by ticking a "No Conflicts to Declare" box or providing a written statement.
- Detailed descriptions of any potential conflicts must include:
 - The nature of the relationship or interest.
 - Its potential impact on assessment duties.
 - Steps being taken to manage the conflict.

The completed form must be signed, dated, and submitted to [Head of HR and copied to Head of Quality Assurance].

Annual Updates

- To ensure ongoing transparency, all staff members are required to review and update their declarations annually.
- Staff must reassess their circumstances to identify any new or unresolved conflicts.
- Even if no changes occur, staff must reaffirm their original declaration's accuracy.
- Updated forms must be signed, dated, and submitted in line with the centre's record-keeping procedures.

Ongoing Monitoring

If circumstances change at any time, staff are obligated to report potential conflicts immediately.

Notifications must be submitted in writing and detail the nature of the conflict, its potential implications, and proposed mitigation steps.

The individual must complete a revised Conflict of Interest Declaration Form to formalise the update. [Head of HR and copied to Head of Quality Assurance] will maintain a centralised repository of all declarations and oversee ongoing compliance.

Management and Mitigation of Conflicts

When a conflict of interest is declared, the Quality Assurance Team will take prompt action to mitigate its impact. This may include:

Reassignments

Assigning the affected assessment to another qualified and impartial assessor.

Oversight and Transparency

- Implementing additional checks and reviews to ensure fairness in the assessment process.
- Disclosing the conflict to relevant parties while maintaining confidentiality for sensitive information.

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Documentation and Review

Ensuring that all actions taken to manage the conflict are documented and accessible for audit purposes.

Monitoring and Review

The Conflict-of-Interest Policy will be subject to continuous monitoring and periodic review to maintain its relevance and effectiveness. The review process will include:

1. Feedback from assessors, learners, and stakeholders.
2. Evaluation of any incidents where conflicts arose to improve future handling.
3. Annual audits of declaration forms and compliance records.

Training, Confidentiality, and Compliance

Training

All assessors and relevant staff will receive mandatory training on:

- Recognising potential conflicts of interest.
- The importance of impartiality in assessments.
- Proper procedures for declaring and managing conflicts.

Confidentiality

All conflict-related information will be handled in accordance with data protection and privacy laws. Access to such information will be restricted to authorised personnel only.

Compliance

Non-compliance with this policy may result in disciplinary action, such as:

- Mandatory additional training and monitoring.
- Removal from assessment responsibilities.
- Termination of employment in severe cases of wilful misconduct.

Policy Review

This policy will be reviewed annually to ensure compliance with OfS standards and organisational requirements. Feedback from stakeholders will guide improvements. The next scheduled review is 31 December 2025.

By adhering to this policy, Oxfordian College demonstrates its unwavering commitment to upholding the integrity, fairness, and transparency of its assessment processes, ensuring the highest standards of professionalism and credibility.

Appendix Conflict of Interest Declaration Form

Section 1: Personal Information
Name
Position/Role at Oxfordian College
Department:
Date:
Section 2: Declaration of Conflicts
Please review the following questions carefully and respond accurately. If you answer "Yes" to any question, provide detailed explanations in the space provided.
Relationships with Learners or Staff
Do you have any personal or familial relationships with learners, staff, or any party involved in the assessment process? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please describe below):
Financial Interests
Do you or any immediate family member have a financial interest (direct or indirect) in a learner's success or failure, or in a transaction involving Oxfordian College? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please describe below):
External Roles or Commitments
Are you involved in any external roles, employment, or business ventures that could conflict with your responsibilities at Oxfordian College? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please describe below):
Professional Relationships
Do you have any professional or academic relationships with learners or third parties that might influence assessment outcomes? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please describe below):
Gifts or Favors
Have you accepted any gifts, favors, or benefits from learners, staff, or external parties related to your role at Oxfordian College? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please describe below):
Other Potential Conflicts
Are there any other situations, interests, or relationships not covered above that could be perceived as a conflict of interest? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please describe below):
Section 3: Acknowledgment
I confirm that the information provided in this declaration is accurate to the best of my knowledge. I understand that it is my responsibility to promptly notify the [Executive Director/Head of Department] of Oxfordian College of any changes to this information that could result in a conflict of interest. I further acknowledge that I have read and understand the Oxfordian College Conflict of Interest Policy and agree to comply with its terms.
• Signature: _____ • Date: _____
Section 4: For Administrative Use Only
Reviewed By (Name and Position): Date Reviewed: Action Taken (if applicable): <input type="checkbox"/> No conflict identified. <input type="checkbox"/> Conflict identified and managed as follows:

