

CONFLICT OF INTEREST POLICY

Last updated: **02/06/2025**

The Teacher Trainer Ltd. would hereafter be referred to as 'TTT' in this document.

Scope of the Policy

This policy is provided for 'TTT' customers, including learners and staff members who are using or delivering the courses and qualifications that 'TTT' offer.

Location of the policy

This policy is available for all staff members, third parties and learners to access. The most up to date version of the policy is available on our website www.theteachertrainer.co.uk.

Communication of the policy

It is important that 'TTT' staff (involved in the management, delivery, assessment and quality assurance of nationally recognised qualifications) and learners undertaking our qualifications, are fully aware of the contents of the policy. It is a requirement that staff at 'TTT' access, read and understand the policy during their induction.

Review of the policy

'TTT' will review the policy annually as part of our self-evaluation process and revise it as and when necessary. The review process includes analysis of monitoring data, consultation with and feedback from customers, learners, clients, staff and other stakeholders, changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the policy and any action required. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Policy Statement

All staff, volunteers, and management staff members of 'TTT' will strive to avoid any conflict of interest between the interests of 'TTT' on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

Statement of principles

The purpose of this policy is to protect the integrity of 'TTT's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and directors of 'TTT'. This policy is meant to supplement good judgment, and staff, volunteers and management should respect its spirit as well as its wording.

Examples of conflicts of interest include:

- A staff member who must decide whether fees from learners should be increased.
- A staff member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- A staff member who is also on the staff of another organisation that is competing for the same products/courses.
- A staff member who has shares in a business that may be awarded a contract to do work or provide services for 'TTT'.

Upon appointment each staff member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file.

In the course of meetings or activities, staff members will disclose any interests in a transaction or decision where there may be a conflict between TTT's best interests and the staff member's best interests or a conflict between the best interests of two organisations that the staff member is involved with.

***Option 1:** After disclosure, I understand that I may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other staff members present at the time.

***Option 2:** After disclosure, I understand that I will be asked to leave the room for the discussion and will not be able to take part in the decision.

* chose which option you prefer.

Any such disclosure and the subsequent actions taken will be noted in the minutes.