



CONFLICT OF INTEREST POLICY

Date Last Reviewed	December 2025
Date Effective From	6th January 2026
Date of Next Planned Review	December 2026
Signed	Natalie King, Managing Director

Purpose:

AccXel trusts in the professionalism of the staff it employs. This Conflict of Interest policy is intended to mitigate risks and safeguard student achievements as well as staff and AccXel's integrity and reputation. It also contributes to the maintenance of awarding body accreditation and certification.

Definition and examples of Conflict of Interest:

A conflict of interest occurs where the professional responsibilities and position of trust held by an individual or an organisation is compromised by the potential for personal gain or organisational benefit from a situation. E.g. If a member of staff is related to a student whose work they assess, there is a conflict of interest as they have a personal interest in their relative's achievement.

Activities related to managing a conflict of interest:

- Staff are trained in managing boundaries and related conflicts as part of their induction.
- Where there is potential for a conflict of interest, the Awarding Organisation (AO) will be notified, and their agreement requested prior to the start of the course.
- Any agreed conflict of interest will be recorded on a central log maintained by the education team.
- Development is provided for students on key policies during their induction and new policies or procedures are introduced in Tutorials.

Disclosure:

It is important that staff and students recognise and disclose any situations that present a conflict of interest for example:

- Staff applying to study or currently studying within the College where they are an employee.
- Teaching, assessing, internally verifying or invigilating an exam where a relative, friend or colleague is a student.
- Students completing an assessment or examination that is supervised or assessed by a member of staff who is a relative, carer or family friend.

Failure to disclose a conflict of interest:

If a conflict of interest is identified that has not been disclosed the related examination or assessment will be invalidated, and the staff or student disciplinary procedure will be activated.

Procedure:

- The Head of Education will take steps to manage the conflict e.g. provide an alternative assessor, internal verifier, invigilator or support worker who is not related to any student.
- Inform the AO if the teacher is the only available specialist in that subject area to seek their permission and to arrange for any additional scrutiny to monitor fair and impartial approaches.

- Record the conflict of interest in the conflict of interest log maintained by the education team (see Appendix A).
- Provide details of conflicts of interest to visiting External Quality Assurers and external examiners or others associated with the AO for the relevant qualification.

If a student or staff member believes that a declaration of conflict of interest has not been managed correctly they may raise a complaint in line with the Complaint's Policy. If the full complaints procedure has been exhausted and the issue remains unresolved in line with direction in the Complaints Policy, students may refer their concern to the relevant AO or the Education and Skills Funding Agency.

Higher Education Programmes:

For provision of Higher Education Programmes (accredited by Pearson), this policy will be interpreted in line with Pearson's Conflict of Interest Policy that can be found here: [conflict-of-interest-policy.pdf \(pearson.com\)](https://www.pearson.com/uk/quality/excellence/quality-assurance/quality-assurance-policies/quality-assurance-policies).

This policy has been agreed by the AccXel senior management team and agreed. It will be reviewed every year or after significant changes to AccXel's business or staff.

Signed:

Natalie King

Date: 06/01/2026

Appendix A – Register of interests

[illegible]