

1st4sport Qualifications Position Statement

Conflicts of Interest

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Scope

This position statement will provide guidance for identifying and managing potential conflicts of interest and therefore it applies to 1st4sport staff, development partners, external quality assurers, recognised centres, learners and relevant third parties.

This Position Statement should be read in conjunction with the 1st4sport Qualifications Scope of Recognition Statement¹.

Objective

The objective of this position statement is to specify the process for identifying and managing potential conflicts of interest within the awarding function. It covers the following areas:

- Definitions of Conflicts of Interest.
- Examples of potential Conflicts of Interest that may arise.
- 1st4sport Qualifications process for reporting a Conflict of Interest.
- Identifying Conflicts of Interest.
- Potential conflicts with Management Arrangements at 1st4sport Qualifications

Definition

Conflicts of Interest can arise between various stakeholders, including:

- A stakeholder who has a position of authority in one organisation that conflicts with their interest/role in another organisation.
- A stakeholder who has conflicting responsibilities.
- A qualification development partner becoming a recognised centre once completing the development process.
- 1st4sport Qualifications staff (permanent or freelance) operating across a number of roles with a number of organisations.
- A stakeholder having a direct or indirect financial interest relating to one or more role.

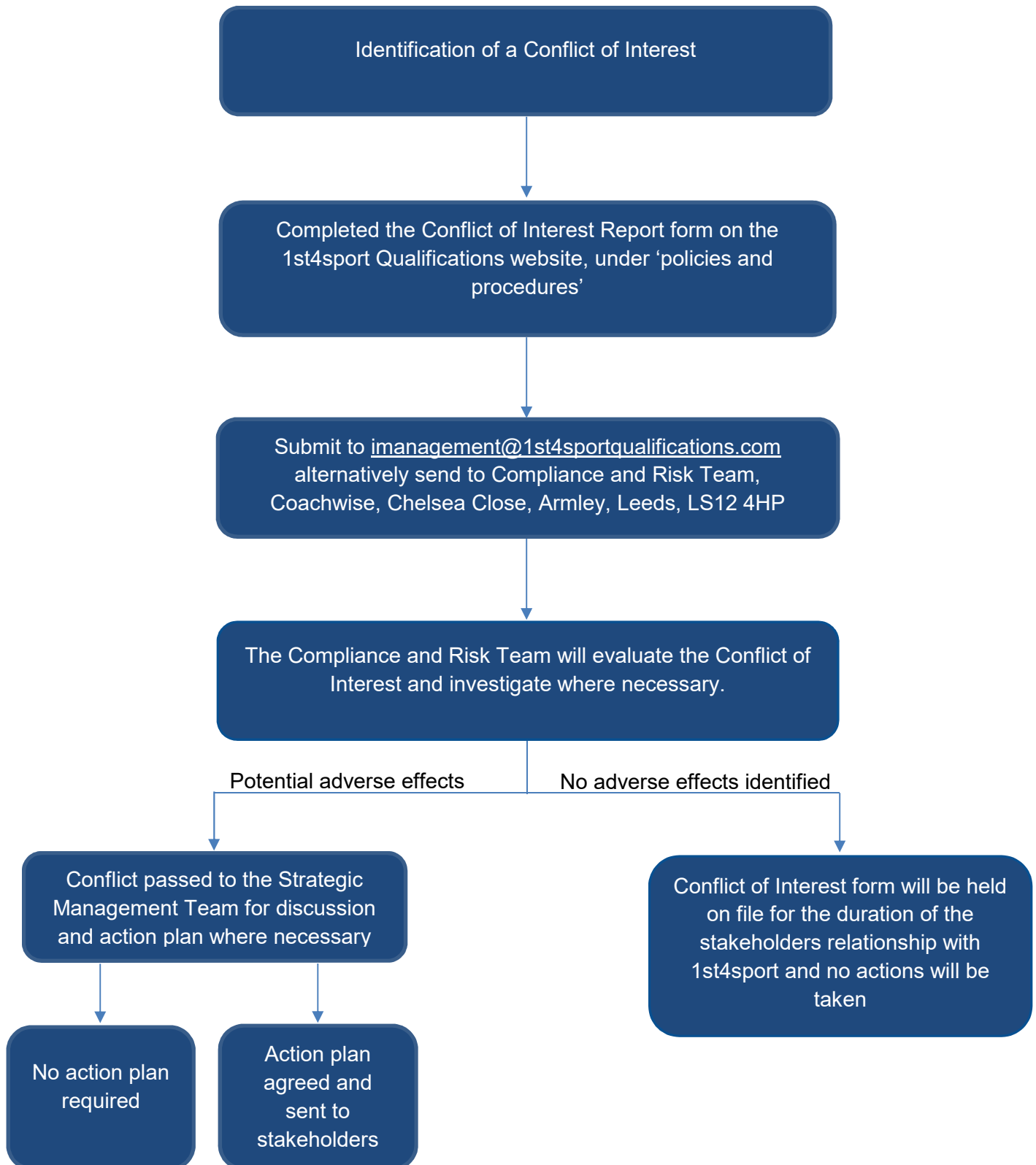
Examples may include:

- An employee of 1st4sport Qualifications who develops a qualification and who would like to complete the qualification themselves.
- An External Quality Assurer being assigned to a recognised centre where they fulfil another role (currently or previously).
- A tutor/assessor at a centre working on a course where a family member is one of the learners.

¹ This can be found on the 1st4sport Qualifications website – www.1st4sportqualifications.com – in the 'About us' section.

1st4sport Qualifications Process for Reporting a Conflict of Interest

Below is the process that should be completed when reporting a Conflict of Interest. In the event that you are unsure whether you should raise an issue under this process, you can seek advice in complete confidence from the 1st4sport Qualifications Compliance and Risk Team.



Identifying Conflicts of Interest

All individuals employed by Coachwise or 1st4sport Qualifications at the start of employment will be asked to complete a Conflicts of Interest form² where necessary.

Recognised centres (and their associated workforce), External Quality Assurers, 1st4sport Qualifications staff and qualification development partners should notify the 1st4sport Qualifications Compliance and Risk Team as soon as any potential Conflict of Interest is identified.

Any subsequent Conflicts of Interest identified should be notified to the Compliance and Risk Team using the process identified in this Position Statement.

Potential conflicts with Management Arrangements at 1st4sport Qualifications

The 1st4sport Qualifications Strategic Management Team is fully engaged in the identification and management of potential Conflicts of Interest in the awarding function. Through this process the following potential Conflicts of Interest have been identified and a management approach to resolve these has been taken.

Potential Conflict	Management Approach
1st4sport qualification development partners/technical advisors, on the completion of the development process, often become recognised centres to deliver the qualifications they have assisted in developing.	1st4sport minimises the potential conflicts by ensuring: <ul style="list-style-type: none"> a qualification development and delivery partnership agreement is signed between both parties. a compliance and risk management process is implemented which ensures effective and equal monitoring of all centres.
1st4sport Qualification Development Managers may be required to provide both the awarding and the technical expertise in the development of a qualification.	1st4sport minimises the potential conflicts by ensuring: <ul style="list-style-type: none"> the role of the awarding expert and technical experts are clearly defined the Qualification Development Manager provides evidence to support their ability to undertake both the awarding and the technical roles. a number of quality and compliance checks are in place to ensure the qualification is fit for purpose and is not written for personal gain or gratification.

² This can be found on the 1st4sport Qualifications website – www.1st4sportqualifications.com – in the 'About us' section

Potential Conflict	Management Approach
<p>Due to the limited size of the technical workforce in some areas in which we work, an individual with technical expertise may need to operate across a number of roles. Roles with potential conflicts of interest may include:</p> <ul style="list-style-type: none"> ▪ technical advisor ▪ external quality assurer ▪ internal quality assurer ▪ tutor/assessor. 	<p>External Quality Assurers employed by 1st4sport have an agreed supply of service which requires that they declare any conflicts of interest by:</p> <ul style="list-style-type: none"> • notifying 1st4sport prior to agreeing to undertake any other role which may be classed as a conflict of interest. • ensuring that they do not undertake any additional activities in this sphere which would conflict with their supply of service agreement with Coachwise Ltd, without prior written consent. • ensuring that they do not use employment by Coachwise Ltd or 1st4sport as a means to promote any other consultancy services supplied by themselves or promote interests other than those of 1st4sport.

Version control

Version number	Date	Comments
V1	October 2010	New Document
V2	January 2013	Document Review
V3	July 2014	Document Review
V4	November 2017	Full review of document contents
V5	July 2019	Review of document. Clarifications in definition, process and identification of conflicts of interest.