



Reference # SDC1.12

Author

Michael Dalrymple 2025/11

Melanie Macvicar 2025/11

CONFLICT OF INTEREST POLICY

The purpose of this policy statement is to ensure that all individuals working with or on behalf of SDC-Learn act with integrity and transparency, avoiding situations where personal interests could conflict with professional responsibilities. This includes:

1. Preventing Bias in Decision Making
2. Maintaining Ethical Standards
3. Protecting the Organisations Reputation
4. Compliance with Laws & Regulations
5. Guidance for Employees and Stakeholders

This policy applies to anyone working on behalf of SDC-Learn including the directors, paid staff, volunteers, sessional workers, freelance professionals, apprentices and other learners.

Introduction

At SDC-Learn we are committed to maintaining the highest standards of integrity, transparency, and professionalism in all aspects of our work. This Conflict-of-Interest Policy is designed to ensure that personal, financial, professional and organizational factors do not influence or appear to influence the decisions, actions or responsibilities of our staff, contractors or partners.

Our policy outlines our expectations for identifying, disclosing, and managing conflicts of interest to protect the integrity of our educational services. All staff must take responsibility for reporting any potential or actual conflicts of interest at the earliest opportunity and SDC-Learn will then take steps to address this.

Conflicts of interest Categories

1. Financial Conflict - where personal financial interests could influence professional decisions, ie recommending progression that benefits provider financially without clear learning need.
2. Personal/Relationship Conflict – assessing family, friends, romantic partners that may bias judgement, ie an assessor managing a relative’s apprenticeship.
3. Professional Conflict – Acting as Employer and Assessor for the same apprentice.
4. Organisational Conflicts – Preferential treatment for employers who offer reciprocal business.
5. Confidentiality Conflicts – Using candidate information for personal gain.



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Actual Vs Potential Conflict of Interest

A potential conflict of interest is where a person's personal interests **could** interfere with their professional duties in the future, even if they haven't yet.

An actual conflict of interest is where a person's personal interests are already interfering with their professional duties and decisions.

Both Actual & Potential conflicts should be reported to the Directors.

Addressing conflicts of interest

Should a conflict arise, employees are required to complete a **Declaration of Conflict-of-Interest** form (Appendix 1)

The director to whom the conflict of interest is reported (or to whom they refer it) will decide on a suitable action to address the conflict of interest, if they feel that this is required. This could include moving the candidate into another group, changing assessor/IV/invigilator, including the candidate in samples for verification, or having the assessment marking supervised or re-marked. Remove the individual from any decision making or assessment processes related to financial interest. Restrict access to sensitive data.

The decision and agreed action must be recorded. All conflicts will be detailed on a register held by the Directors.

Record retention

Copies of documentation should be retained for a year **after** completion of the assessments in question, including details of the action taken to address the conflict of interest.



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Appendix 1

Declaration of conflict of interest

Full Name
Job Title.....
Date.....

Nature of the Conflict (Refer to Policy for Guidance)

Category	Tick
Financial Conflict	
Personal/Relationship Conflict	
Professional Conflict	
Organisational Conflict	
Confidentiality Conflict	

Description of the Conflict

Provide a detailed explanation of the actual or potential conflict of interest, including names of individuals or organisations involved, relevant date, and how it may affect your role or responsibilities.

.....
.....
.....
.....

Signature
Date.....

Manager review and declaration

I have reviewed the above declaration and noted the issue raised but have decided that no action is required.
or
I have reviewed the above declaration and recommend the following action to be taken:

.....
.....
.....
.....

Signature of manager.....
Date.....



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Contact details

Nominated Conflict of Interest Contact

Name: Sarah Dalrymple

Phone/email: 07771553186 sarah@sdc-learn.com

Deputy Conflict of Interest Contact

Name(s): Michael Dalrymple

Phone/email: 07305977684 michael@sdc-learn.com