Highland First Aid Ltd

Conflict of Interest Policy

Centre	Highland First Aid Ltd
Policy owner	Simon Wells, Director and Centre Manager
Version	2.0
Previous version	1.3.1, 11/02/2025
Date reviewed and approved	03/11/2026
Next review due	03/11/2027 (or sooner if ITC or regulatory requirements change)

1. Scope and definition

1.1 This policy applies to everyone who trains, assesses, quality assures or administers ITC First qualifications for Highland First Aid Ltd.

1.2 A conflict of interest exists where a person's personal, family, financial or business interests could, or could reasonably be seen to, affect their professional judgement, the integrity of assessment or the reputation of Highland First Aid Ltd and ITC First.

2. Identifying conflicts – examples

- Assessing a learner who is a family member, partner, close friend or employee/colleague.
- Assessing learners from an organisation in which the assessor has a financial or personal interest.
- Quality assuring the work of a family member, close friend or business partner; or, as a sole trader, quality assuring one's own assessment decisions.
- Accepting gifts, hospitality or incentives connected to assessment outcomes.
- Working for, or having a financial interest in, a competing training provider or awarding body, where this could influence decisions.
- Pressure from an employer or client to pass learners.

3. Declaring conflicts

- Conflicts must be declared to the Director in writing (email is acceptable) as soon as they are known, and before the course or activity takes place.
- The Director will agree how the conflict is managed, for example using a different assessor, additional IQA sampling, or ITC First approval. Where needed, ITC First will be informed and its advice followed using the ITC D1 Conflict of Interest Declaration Form.
- Conflicts involving the Director are declared to ITC First and to the Centre's Cluster IQA.
- Failure to declare a conflict may be treated as malpractice.

4. Recording conflicts

4.1 All declared conflicts and the action taken are recorded in the Conflict of Interest Log, which is reviewed annually and made available to ITC First and the regulators on request. A nil return is recorded each year if there are no conflicts.

Date	Person	Nature of conflict	Course/ activity	Action taken	ITC informed?

03/11/2026	Simon Wells	Nil return for period 05/12/2021 – 03/11/2026	–	–	N/A

5. Declaration

I have read and understood the Highland First Aid Ltd Conflict of Interest Policy and agree to abide by it.

Name: Simon Wells Role: Director, Trainer/Assessor Signature: 
Date: 03/11/2026

Review record

Date	Version	Summary of changes	Reviewed by
03/11/2026	2.0	Examples expanded (including sole-trader IQA and outside interests); declaration route via ITC D1 form; log brought up to date with a nil return to 03/11/2026 (previous entry stopped at 05/12/2021).	Simon Wells, Director

Approved by: Simon Wells, Director Signature:  Date: 03/11/2026