

Conflict of Interest Guidance for Centres

As a recognised centre delivering Gateway Qualifications, you are required to actively monitor, manage, and report any potential or actual conflicts of interest in line with our **Conflict of Interest Policy**.

Monitoring and Reporting

- Centres must **regularly monitor** for any conflicts of interest that may arise in the delivery, assessment, or quality assurance of qualifications.
- Any identified or suspected conflict of interest must be **reported promptly** to the **Gateway Qualifications Centre Compliance Team** via our online declaration form.
- When submitting a declaration, you must clearly outline the **mitigations** you will implement to manage the conflict effectively.

Identifying Conflicts of Interest

- COIs can be personal, professional or financial.
- They can be perceived, potential, or actual

Scenario	Description	Suggested Mitigation
Family or personal relationships	A staff member is assessing or internally verifying a learner who is a relative or close friend.	Explore the possibility of using a different provider, or allocate a different assessor and IQA with no personal connection to the learner.
Dual roles	A staff member holds multiple roles (e.g. tutor and IQA) that could compromise objectivity.	Separate the roles and ensure independent IQA is assigned.
Financial interest	A staff member has a financial interest in the outcome of a learner's assessment.	Ensure clear separation of duties and no overlap in learner access or assessment.

Compliance and Support

- Centres are expected to **fully comply** with any requests for information made by the Centre Compliance Team.

- You must also **support and facilitate** any external quality assurance activities that may be required in relation to the conflict.

Accessing Policy and Forms

- The [Conflict of Interest Policy](#) and the [Centre Declaration of Interest Form](#) are available on our website.
- These documents are also included in the **Centre Handbook**, which can be accessed online.

Further Reading and Regulatory Guidance

For more information on regulatory expectations, you may refer to the following resources:

- [Ofqual Handbook](#) – General Conditions of Recognition, Section A: Governance
- [QAA](#) – Conflicts of Interest Policy

Need Help?

If you are unsure whether a situation constitutes a conflict of interest, please contact the **Centre Compliance Team** at:

 centrecompliance@gatewayqualifications.org.uk