

Conflict of Interest Policy

Policy Name	Conflicts of Interest Policy
Approved By	Adam Collet
Contact email	Info@schoolofwine.com.au
Approval Date	9/9/21

1. Purpose and Scope

- a. The purpose of this policy is to identify, monitor and manage actual, potential and perceived conflicts of interest. This is essential to safeguard the integrity of WSET qualifications and promote confidence in WSET processes.
- b. A Conflict of Interest exists where an individual has interests or loyalties that could adversely influence their judgement, objectivity or loyalty to WSET when conducting activities associated with WSET qualifications.
- c. Conflicts of interest include, but are not limited to the following
 - i. The undertaking of any assessment of candidates by an individual who has a personal interest in the result of the assessment for any or all individuals concerned;
 - ii. The undertaking of any moderation of assessment of candidates by an individual who has a personal interest in the result of the assessment for any or all individuals concerned;
 - iii. The tutoring of candidates by an individual involved in the assessment process;
 - iv. The undertaking of a WSET qualification by any individual employed by an APP;
 - v. The undertaking of a WSET qualification by any individual employed by WSET;
 - vi. The invigilation of a WSET assessment by any individual involved in the delivery of training leading to the assessment;
 - vii. The coaching of candidates by any individual involved in the assessment of candidate scripts or the authoring of exam questions;
 - viii. The employment by an APP of individuals engaged in the delivery of taught programmes or in the role of Internal Assessor in another APP;

2. Procedure

- a. Candidates will submit any conflict of interests to the office administrator, Carly Collet at Info@schoolofwine.com.au. All declarations will be kept strictly confidential between the candidate and the office administrator.
- b. If a conflict of interest is identified School of Wine will notify the Head of Quality Assurance (HQA) in writing immediately. Conflict of Interest declarations will be recorded by WSET on the Conflicts of Interest Register.

3. Outcomes

- a. HQA will determine if a conflict of interest is manageable and measures will be put in to place in advance to mitigate the conflict
- b. If conflicts cannot be managed then the candidate will not be able to undergo training with School of Wine.

- c. If the conflict of interest is determined after the candidate has already registered, then a refund will be issued and the candidate referred to another APP