

ILLUMIN ACADEMY

Conflicts of Interest Policy - V1.0

1. Purpose

This policy outlines Illumin Academy's approach to identifying, declaring, and managing conflicts of interest. It ensures that all staff, learners, and associates act in a transparent and ethical manner to uphold the integrity of the organisation and its qualifications.

2. What Is a Conflict of Interest?

A conflict of interest arises when an individual's personal, professional, or financial interests may compromise or appear to compromise their ability to act impartially in the best interests of Illumin Academy. Examples include:

- Assessing or verifying the work of a close family member, friend, or business associate.
- Having financial interest in a supplier, service, or partner that interacts with the Academy.
- Holding dual roles that may influence academic decisions or learner outcomes.
- Personal relationships that may impact fair decision-making in recruitment, assessment, or verification.

3. How to Declare a Conflict of Interest

All actual, potential, or perceived conflicts of interest must be declared promptly in writing to the Compliance Officer at info@illuminacademy.com. The declaration should include:

- Name and role of the individual
- Nature of the conflict
- Parties or relationships involved
- Steps already taken (if any) to mitigate the conflict

4. How Declared Conflicts Are Managed

Once a conflict is declared, the Compliance Team will:

- Review the declaration within 5 working days.
- Assess the potential risk and impact of the conflict.
- Propose appropriate mitigation strategies, such as reassigning responsibilities or additional oversight.
- Maintain a secure Conflict of Interest Register to log all reported cases and actions taken.



5. Consequences of Failing to Declare

Failure to declare a conflict of interest may lead to disciplinary action, including:

- Formal warnings or suspension for staff or contractors
- Invalidation of assessment decisions or learner outcomes
- Termination of contracts or affiliations with the Academy

Illumin Academy takes undeclared conflicts seriously to maintain academic integrity and organisational trust.

6. Policy Review

This policy is reviewed annually or in response to regulatory changes to ensure continued relevance and effectiveness.

Contact Information:

Compliance Officer

Email: info@illuminacademy.com

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