

Conflict of Interest Policy

As a regulated awarding organisation, WSET Awards is required to identify, monitor and manage actual, potential and perceived conflicts of interest ('Conflicts of Interest'). This is essential to safeguard the integrity of WSET qualifications and promote confidence in WSET Awards processes.

This policy applies to all WSET Awards staff and to any individual acting on behalf of WSET Awards. That is why our APP also must have its own conflict of interest policy which complements the provisions set out in the WSET Awards 'Conflicts of interest policy'.

Definition of Conflict of Interest

A Conflict of Interest exists where an individual has interests or loyalties that could adversely influence their judgement, objectivity or loyalty to WSET Awards when conducting activities associated with WSET qualifications.

Examples of Conflicts of Interest in the context of an awarding organisation include:

- 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;
- The tutoring of candidates by an individual involved in the assessment process;
- The undertaking of a WSET qualification by any individual employed by an APP;
- The invigilation of a WSET assessment by any individual involved in the delivery of training leading to the assessment;
- The coaching of candidates by any individual involved in the assessment of candidate scripts or the authoring of examination questions;
- The employment by an APP of individuals engaged in the delivery of taught programmes or in the role of Internal Assessor in another APP;
- The investigation of a non-compliance incident by someone who is unable to act impartially.

Some of these Conflicts of Interest can be managed and are therefore acceptable. For example, the marking of WSET Level 3 tasting assessments by Internal Assessors of the APP is verified by WSET Awards to mitigate the risk of a Conflict of Interest. Similarly, where an employee of one APP undertakes a WSET qualification, measures can be put in place to maintain the integrity of the assessment, provided this has been notified to WSET Awards in advance.

Some Conflicts of Interest cannot be managed and are not acceptable. For example, it would be inappropriate for an individual involved in the authoring of examination questions or the compilation of examination papers to teach or coach students.

Identification and Management of Conflicts of Interest

Any individual of the APP involved in the delivery of WSET qualifications who becomes aware of a Conflict of Interest must inform the Head of Quality and Compliance (HOQC) in writing immediately (qa@wsetglobal.com). Conflict of Interest declarations will be recorded by WSET Awards on the Conflicts of Interest Register.

Conflicts of Interest will be managed on a case-by-case basis. The HOQC has responsibility for the management of Conflicts of Interest relating to the work of WSET Awards. After have informed the HOQC, APP will wait for and then follow the required actions to manage or avoid these given Conflicts of Interest.