

UNITED APPRENTICESHIPS

Conflict of Interest Statement

2026 | 27

Date of last review	July 2026	Review period	1 year
Date of next review	July 2027	Owner	CLJ
Type of policy	Statutory	Approval	Head of Apprenticeships
SLT member in charge	CLJ		

United Apprenticeships is committed to conducting its business with integrity, honesty and openness. All staff, associates, governors, trustees and others acting on its behalf must avoid situations in which their personal, financial or other interests conflict, or could be perceived to conflict, with the interests of United Apprenticeships, its learners or its employer partners.

A conflict of interest arises where an individual's judgement is, or could reasonably be seen to be, influenced by a competing interest. Perceived and potential conflicts are treated as seriously as actual ones. This statement operates alongside United Apprenticeships' related policies and code of conduct.

United Apprenticeships will:

- Maintain a culture in which conflicts of interest are openly declared and managed rather than concealed, supported by a register of interests.
- Ensure that anyone with a conflict is removed from the relevant decision, assessment or discussion, and that the integrity of apprenticeship delivery and assessment is protected.
- Provide clear routes to raise concerns and keep appropriate records of conflicts and how they are managed.

Everyone acting on behalf of United Apprenticeships must:

- Declare any actual, potential or perceived conflict of interest as soon as they become aware of it, in writing to their line manager or the responsible SLT member.
- Take no part in any decision, assessment or process where they have a conflict, unless expressly authorised following a declaration.
- Not use their position for personal gain, and follow the United Learning policy on gifts and hospitality.

Each declaration is considered on its merits and a proportionate, recorded course of action agreed. Failure to declare a conflict, or acting improperly where one exists, will be treated as a serious matter and may be dealt with under United Learning's disciplinary or contractual arrangements. This statement is reviewed annually.