

SKILLBUILD

DELIVERED BY CITB ■

COMPETITION POLICY

DECLARATION OF INTEREST POLICY

For the protection of any individual and the
competition programme

Declaration of Interest Policy

1. Introduction

SkillBuild is a registered trade mark (UK00003347802) of CITB (registered Charity Numbers 264289 (England & Wales) and SC044875 (Scotland)) and the industry brand name for the WorldSkills UK competition in construction. During the management of SkillBuild competitions, SkillBuild will work with a number of industries, organisations and individuals, it is possible that such collaboration may give rise to potential conflicts of interest. This policy will detail how potential or actual conflicts of interest will be managed and reported.

This policy has been developed to ensure the protection of any individual and the integrity of the competition programme is upheld.

2. Scope

This policy covers, without limitation, relationships between any of the following;

- CITB, trading as SkillBuild
- WorldSkills UK
- Industry federations and associations
- Commercial organisations
- Host organisations
- Colleges, universities and training providers
- Employer organisations
- Competitors and potential competitors
- Individuals employed to deliver competitions
- Colleagues and departments (outside of the SkillBuild delivery team)

This list is not exhaustive and potential or actual conflicts of interest arising from other parties may be dealt with using this policy.

3. Definition

A conflict can occur where one party may be in a position to influence another party for actual or potential personal or professional benefit, or to seek such benefits at the expense of SkillBuild.

Conflicts of interest are not restricted to cases in which a party actually derives some advantage. They also arise and can be equally damaging where a conflict exists or appears to exist without any consequential behavioural impact.

SkillBuild's policy on conflict of interest does not imply any lack of trust in its staff or third parties. It is designed to protect all parties against criticism by ensuring that they recognise and disclose such conflicts and take steps to avoid and/or manage the situations as they arise.

4. Examples of conflict

Some examples of potential or actual conflict include, but are not limited to, the following;

- A SkillBuild Judge or Lead Judge is also the tutor of a competitor.
- A competitor who has more advanced knowledge of a working area or machinery at a host organisation as it is also their place of learning.
- Conflicts for SkillBuild Judges or Lead Judges who are also employed by WorldSkills UK in activities, such as a Training Manager.
- Potential influences of industry federations and associations on host organisations, competitors, SkillBuild Judges or Lead Judges or the delivering of the SkillBuild competitions.
- Potential influences of commercial organisations on host organisations, competitors, SkillBuild Judges or Lead Judges or the delivering of the SkillBuild competitions.
- Host organisations that have prior knowledge and detail of a competition project and also have competitors taking part representing that organisation.

- Potential influence or prior knowledge of CITB colleagues and departments outside of the SkillBuild delivery team on host organisations, competitors, SkillBuild Judges or Lead Judges or the delivering of the SkillBuild competitions.

5. Disclosure and Review

It is the duty of all parties to disclose any actual or potential conflict of interest. Any party who believes they have a conflict or potential conflict of interest should consult a member of the SkillBuild delivery team for advice and guidance on the best solution to mitigate the conflict.

Records of disclosure shall cover the type of potential conflict, the nature of the activity, a description of all parties involved, the potential financial, personal or professional interests and rewards, and any other necessary information needed to evaluate the disclosure. Potential or actual conflicts of interest disclosures should be made using the **Declaration of Interest Form**.

After appropriate evaluation by the SkillBuild management team, it may be determined that a proposed or ongoing agreement and the parties interests show no conflict or apparent conflict, and are acceptable without further review.

Conversely, it may be determined that some questions of propriety requiring a higher level of review have been identified. Where necessary, potential or actual conflicts of interest case studies may be escalated to higher levels of authority within CITB for review, and where necessary, notified to WorldSkills UK.

For each situation, the **Declaration of Interest Form** must be completed and emailed to skillbuild@citb.co.uk, to demonstrate due diligence has been exercised and the conflict managed.

6. Terms of Reference

SkillBuild delivery team	Those directly employed by CITB to maintain and manage the SkillBuild competition programme, responsible for maintaining and enforcing any and all potential or actual conflicts of interest.
WorldSkills UK	The delivery partner and owner of the WorldSkills UK skills competitions.
Industry federations and associations	Including but not limited to, those organisations with stakeholder privileges in the delivery of SkillBuild competitions.
Commercial organisations	Including but not limited to, organisations who pay and/or donate money and/or materials and/or complimentary gifts (referred to as Sponsors or Supporters).
Competitors	Individuals and/or teams of individuals who compete in SkillBuild competitions.
Individuals employed to deliver the competitions	Including but not limited to, SkillBuild Judges and Lead Judges.
Colleagues and departments	Within the CITB portfolio of products and services but outside of the scope of SkillBuild competitions.
Industry/Commercial/Host organisation influence	Including but not limited to, direct involvement into competition projects, competition rules or competitor entry into competitions.
Income	Including but not limited to, direct financial income or discount/benefits.
Employment/business interest	Including but not limited to, offers of employment or advantageous professional and/or business partnerships as a direct result of relationships formed from SkillBuild competitions.

Associated documents:

SB-202/02A: Declaration of Interest Form

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Declaration of Interest Form

Please complete this form and email it to skillbuild@citb.co.uk

Your details

Name: _____ Role: _____
 Contact number: _____ Email address: _____
 Organisation name: _____

Interest details

Date interest occurred/will commence: _____
 Approximate value £ (if applicable): _____

Interest type

- | | |
|-----------------------------|------------------------------|
| Tutor/trainer of competitor | Gifts |
| WorldSkills UK conflict | Hospitality |
| Industry influence | Memberships |
| Commercial influence | Income |
| Host organisation influence | Employment/business interest |
| Other (please give details) | |

Details of declaration (please include/attach any relevant evidence)

Statement

By submitting this declaration you are confirming that you have read the **Declaration of Interest Policy** and all information contained within this declaration is correct to the best of your knowledge. This declaration must be completed and any supporting evidence for consideration attached/enclosed prior to submission.

Signature: _____ Date: _____

For internal use:

Date received:	Investigator:	Recorded:	Outcome:	Action plan issued:
			Accepted-no conflict Accepted-with action plan Declined	