

# **CENTRAL COAST**

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## **SCHOOL OF WINE**

### **Conflict of Interest Policy**

As an APP, Central Coast School of Wine is required to identify to WSET and assist in managing or monitoring actual, potential and perceived conflicts of interest ('Conflicts of Interest') involving both APP staff and students. This policy complements WSET's conflicts of interest policy and works to safeguard the integrity of WSET qualifications and promote confidence in WSET and Central Coast School of Wine processes and procedures.

This policy applies to all Central Coast School of Wine staff and students and to any individual acting on behalf of Central Coast School of Wine.

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

#### **Examples of Conflicts of Interest include:**

- The assessment of candidates by an individual who has a personal interest in the result of the assessment for any or all individuals concerned;
- The 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;
- 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 employment by an APP of individuals engaged in the delivery of taught programs 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 are manageable and therefore acceptable. For example, if family member of one of Central Coast School of Wine's educators or APP staff takes a qualification and exam through Central Coast School of Wine, or when an employee of Central Coast School of Wine, or of the WSET, takes a WSET qualification through Central Coast School of Wine, we can notify WSET in advance and work with them to put in place measures to maintain the integrity of the exam.

Some Conflicts of Interest are not manageable and are not acceptable. For example, no mitigation efforts overcome the conflict created when a single individual serves as the educator and exam officer of an exam for a family member when an external invigilator is available.

Any staff member or student of Central Coast School of Wine who becomes aware of a Conflict of Interest must inform Sam Schmitt at [sam@ccschoolofwine.com](mailto:sam@ccschoolofwine.com) as soon as possible. Mr. Schmitt will inform the WSET of the possible conflict of interest and will work with WSET to put any protective or mitigating measures in place to manage the conflict on a case-by-case basis. If WSET and Central Coast School of Wine determine the conflict is not manageable, Mr. Schmitt will inform any impacted APP staff or students.

Please note that the failure to declare a conflict of interest may have consequences for the student or Central Coast School of Wine because we are required to report conflicts to WSET.