

Conflict of Interest Policy

Purpose

This policy explains how Armenian Wine School, as an Approved Programme Provider (APP) of WSET qualifications, identifies and manages conflicts of interest. The goal is to ensure that all students are treated fairly and that the integrity of teaching, assessment, and certification is maintained at all times.

Definition

A **conflict of interest** arises when a person's personal, professional, or financial interests may compromise, or appear to compromise, their impartiality in delivering or assessing WSET qualifications.

Conflicts of interest may be:

- **Actual** – the conflict exists now
- **Perceived** – it may appear that a conflict exists, even if it does not
- **Potential** – a situation could develop into a conflict in the future

Examples of Conflicts of Interest

The following situations must be declared:

1. A student is assessed by a family member or close friend
2. An educator acts as invigilator for their own students
3. An APP employee takes a WSET qualification at the same provider
4. A candidate receives private tuition from their assessor
5. Someone investigates a complaint or malpractice issue involving a relative or colleague
6. A WSET employee or contractor sits an exam at the APP

This list is not exhaustive. Any situation that may call impartiality into question should be reported.

What to Do

If you believe a conflict of interest exists, whether involving yourself or someone else, please report it as soon as possible.

Contact:

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All concerns will be reviewed promptly and, if necessary, referred to WSET for further guidance. Measures will be put in place to protect the fairness of your course or assessment (for example, assigning a different assessor or invigilator).

Review

This policy is reviewed regularly and updated in line with WSET policy requirements and local regulations.