



VCAA INTERIM GUIDELINES: MANAGING CONFLICT OF INTEREST

Introduction

The VCAA relies on the contribution made by members of the education community to a range of VCAA panels and groups. This reliance, may, on occasion, give rise to potential conflict of interest. In this context, the following guidelines have been prepared to assist the VCAA to manage these potential conflicts.

Risk register

Risk Identification		Risk Action
1	An external stakeholder working in an area not accessing privileged information for example; a VCE PE teacher writing a VCE PE text whilst working on a committee for the VELLS.	Disclose publishing arrangements to curriculum manager who will report to senior management.
2	A VCE/VCAL curriculum review panel is comprised of one or more external stakeholders who are writing text books or other publications using privileged information to do so.	<ol style="list-style-type: none"> 1. Disclose arrangements to the manager of the panel. 2. Undertake not to publish for a designated period after the material is made public. 3. If a contract to publish is already signed and the publication date is before the VCAA documents are to become public, a choice is to be made between publishing the material and serving on the panel. 4. Require all panel members to sign a conflict of interest declaration.
3	A state reviewer or examiner for VCE VET is affiliated with a Registered Training Organisation.	Sign Conflict of Interest Declaration.
4	A member of a text selection panel is a textbook writer or has a close relationship with a textbook writer for the relevant study.	<ol style="list-style-type: none"> 1. Disclose arrangements to the manager of the panel. 2. Undertake not to publish for a designated period after the material is made public. 3. If a contract to publish is already signed and the publication date is before the VCAA documents are to become public, a choice is to be made between publishing the material and serving on the panel. 4. Require all panel members to sign a conflict of interest declaration.
4	An external member of staff receives an offer from a publisher after they have accepted an appointment with the VCAA.	Disclose relationship to senior management. In certain cases a choice will have to be made between publishing material and accepting an appointment with the VCAA.
5	A sessional employee of the VCAA conducts professional development for a commercial organisation with access to privileged information.	<ol style="list-style-type: none"> 1. Sessional employee seeks permission from senior management. 2. If employed by the Exams Branch signs Conditions of Appointment for term of engagement.
6	A member of the <i>Season of Excellence</i> selection panel has a close relationship with a student who has submitted work.	<ol style="list-style-type: none"> 1. Disclose relationship to senior management. 2. Refrain from commenting on relevant students' work.
7	An adjudicator of the <i>VCAA Plain English Speaking Awards</i> or the <i>VCAA Achiever Awards</i> has a close relationship with a student participating in these events.	<ol style="list-style-type: none"> 1. Disclose relationship to fellow adjudicators. 2. Option to not adjudicate the student.