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| **Conflict of Interest Declaration Form**  ***Open Awards Centres*** |

We expect every Open Awards approved centre to take all reasonable steps to avoid any conflict of interest. Where, having taken all such reasonable steps, a conflict cannot be avoided the centre must record, appropriately disclose, monitor and properly manage the conflict.

**Where a conflict of interest may affect Open Awards’ ability to comply with any Regulatory Conditions you must advise Open Awards as soon as practicable using this form. You must always disclose activities if you are unsure whether it represents, or has the potential to represent, a conflict of interest. For further information, please review our Conflicts of Interest Policy.**

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| **Summary of the conflict of interest** | **Actual or potential?** | **Organisation** | **Name(s) and job role(s) of all parties involved in the interest (financial or non- financial)** | **How will this conflict be mitigated?** |
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I declare that I will not assess, invigilate or internally verify any learner or their assessments until I have received approval against the above conflict of interest by Open Awards.

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| Name: | Role: | Signature: | Date: |
| Approved / Declined (delete as appropriate) by: | Role: | Signature: | Date: |