

# Approved Training Centre (ATC) Application Conflict of Interest Disclosure Form



## Examples of Conflicts of Interest

It is not possible to provide a definitive list of examples of conflicts of interest that could compromise the integrity of Safety Training Awards assessments and qualifications. However, the following situations could lead to perceived or actual conflicts of interest (this list is not exhaustive):

- Tutors, Assessors, Markers / delivering, assessing, marking / quality assuring husband, wife, partner, members of their family or friends
- Tutors, Assessors, Markers, or IQAs assessing / quality assuring their own work
- Personal relationships with partners, family members or friends linked to centre personnel and / or learners that could influence decision making and qualification outcomes
- Subcontracting Tutors, Assessors, Markers, and IQAs from another ATC
- Agreeing to fulfil the mandatory roles in more than one ATC.

Conflicts of interest are a high-risk area to the regulators therefore Safety Training Awards expect all Centres to be aware of any perceived or actual cases of conflict of interest and how to manage them. If you believe there is a perceived or actual case of conflict of interest the Centre Co-ordinator is responsible for putting appropriate measures in place to mitigate any risk to the assessment process or learner journey.

An example of this may be the Tutor and Assessor on a course are husband, wife, partner, family member, close friend, this would be deemed as an 'actual' conflict of interest. To mitigate any risk to the assessment process or learner journey Safety Training Awards would expect that centre to appoint an 'Independent person' to the process. This could be a different Assessor or arrange for the IQA to carry out a face-to-face observation of the assessment, providing an independent review of the assessment process.

**Please complete the form below if there are any perceived or actual conflicts of interest in place.**

Approved Training Centre (ATC) Details	
Approved Training Centre Name	
Registered Company No. (if applicable)	
Registered Address	
Contact Number	
Email Address	
Website	

Conflict of Interest Details	Tick to Select option
I have no conflict of interest to report	
I have a conflict of interest to report, the details of which are included within this disclosure	

Your declaration of a conflict of interest must include the following information:

- The type of interest
- The nature of the interest
- A description of all personnel involved in the interest, financial or non-financial, and/or any other relevant information (for example, the name of the learner)
- How the conflict will be managed (for example, what measures will be put into place to mitigate the risk to the assessment process and learner journey)

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the Approved Training Centre (ATC) staff / learners and / or other ATC's and your personal interests – financial or otherwise.

Please refer to the Safety Training Awards conflict of interest policy for more information.

Declaration of conflict of interest as noted above (You may continue on a separate sheet)

## Final Declaration

I can confirm that the above information is true at the time of submission and I as the Approved Training Centre (ATC) Co-ordinator will ensure appropriate measures are put in to place to protect the assessment process and the learner journey.		
ATC Centre Co-ordinator Signature		
Date of Submission		