**Staff Conflict of interest Declaration Form**

I (type name here) confirm I have read the Hampshire Achieves, [Conflict of Interest Policy and Procedures](https://www.participationandlifelonglearning.co.uk/mod/resource/view.php?id=13709) and understand what constitutes a conflict of interest within the department of Hampshire Achieves, Participation & Lifelong Learning, and the wider Hampshire County Council.

I understand it is my responsibility to declare any circumstances where I am teaching and/or preparing members of my own family (which includes step-family, foster family, and similar close relationships), or a close friend and/or their immediate family (e.g., son/daughter) for qualifications which include internally assessed components/units.

Please complete the table below of the learner(s) details where you consider it could be breaching a conflict of interest if not declared to the Awarding body.

In addition to the above if there are any other situations which you feel could be, or at least perceived to be, a potential conflict, please also record details on this form.

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| **Name of learner** | **Course code** | **Qualification Course Title** | **Product code** | **Nature of conflict** |
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Staff members signature: Date:

**Exams Office to complete**

Please complete the table below summarising the nature of conflict and the action agreed to mitigate the risk, for example: change of tutor; change of IQA; or other.

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| **Nature of conflict** | **Details of action taken** | **By whom** | **Date**  |
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|  | **By whom** | **Date**  |
| Awarding body electronic form completed and submitted |  |  |
| Details and link to completed form added to Conflict of Interest log |  |  |