

SFEDI Conflict of Interest Declaration Form
V2.1

A conflict of interest declaration must be completed by all individuals employed or contracted by SFEDI to undertake activities. This declaration must be signed and returned to SFEDI even if there is nothing to disclose. This should be done at the date of appointment and thereafter in January each year.

SFEDI are required to keep up to date records of and manage potential conflict of interest between individuals we involve in the development, assessment, quality assurance and any other roles held by individuals such as the supply of goods and services. This signed declaration is to ensure we have the appropriate measures in place to meet the requirements of our regulators and to manage any risk and it is not intended to be prohibitive to being contracted.

Please refer to SFEDI's Conflict of Interest Policy and Guidance for further information.

By indicating '√' in the box I confirm I have received the latest copy of SFEDI's Conflict of Interest Policy and Guidance

Please list any organisations in which you currently have a relationship or have had in the last two years. It is also necessary to know of other organisations in which you may have a vested interest.

- **Interest/involvement in other Awarding Organisations, and/or Regulators (e.g., IOEE, Ofqual, CCEA, SQA, QW)**

Name of organisation, your role, level, and date(s) of engagement

- **Interest/involvement in Centres/Colleges/Training Providers (to include both SFEDI approved or those approved by other Awarding Organisations)**

Name of Centre, Centre number, your role, level, and involvement

- **Details of qualifications you teach (including private tuition):**

Qualification title, qualification level, Awarding Organisation, Centre

- **Interest/involvement in any other consultancy work related to vocational education and training and state your level of engagement/role**

Details of the organisation, your role, level, and date(s) of involvement

• **Personal conflicts of interest in relation to confidentiality of assessment information**

Where you know a child, sibling, or other close family member is due to take an assessment in relation to the relevant qualification

Details of the learner/potential learner, your relationship and details of assessment, if known

• **Where you know a partner or other close family member is teaching, or due to teach the relevant qualification**

Details of the partner/family member, your relationship, and details of the teaching, if known

• **Involvement in preparation of resources**

If you have been or are currently involved in the preparation of a resource designed to support learners for assessment of the relevant qualification. Examples might include a textbook but would exclude development of teaching materials and resources

Details of the resource and your role, level, and date(s) of engagement

Please tick each box(s), which reflects your role(s) with SFEDI:

- Employee
- Qualification or Assessment Development Consultant
- EQA (External Quality Assurer)
- Providing a Shared Service
- Other

I agree to inform SFEDI of any conflicts of interest that may arise and will submit additional declarations as required.

Name:			
Signature:		Date:	

Contact Details:	
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Contact Us

If you have any queries about the content of this policy, please contact our customer service department. Please return forms to:

SFEDI Awards, 19 Victoria Road, Darlington, Co Durham, DL1 5SF

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