It is a requirement of the regulatory Conditions of Recognition that ASDAN takes all reasonable steps to avoid any part of the assessment of a Learner being undertaken by any person who has a personal interest in the result of the assessment.

All centres delivering ASDAN qualifications are therefore required to declare circumstances where staff involved in the delivery of ASDAN qualifications have a financial or contractual interest, or have a personal or family interest, in the outcome of assessment, standardisation or internal moderation.

For example, a range of conflicts of interest may exist where:

* + An assessor is also an owner of a centre and stands to gain financially from high achievement rates
	+ An assessor is related to a candidate whose work they are assessing/internally moderating
	+ The appraisal and reward of a trainer-assessor with a dual role is dependent on high achievement rates.

This form should be completed as soon as a potential or actual conflict of interest has been identified at a registered centre.

Please complete the form as fully as possible and return by email, post or fax to:

**Email:** info@asdan.org.uk

**Post:** Compliance Manager - Confidential, ASDAN, Wainbrook House,

 Hudds Vale Road, St George, Bristol BS5 7HY

If you have any questions about completing this form, please contact our Compliance Manager, on 0117 954 3950

* We will acknowledge receipt of your form within 5 working days and, if necessary, request additional information within 10 working days.
* We will let you know the action/s required to deal with the issue within 5 working days of receiving the information requested.

**Contact Details**

ASDAN Centre Name:

ASDAN Registered Centre Number:

Your name:

Your job title:

What is your connection with the centre/centre staff member?

Your Email address:

Your phone number:

Please indicate whether you wish to remain anonymous throughout the process: Yes [ ]  No [ ]

If a staff member or members at an ASDAN registered centre is/are involved in the potential or actual conflict of interest, please complete the following details:

Person or persons’ name/s:

Person or persons’ role/s at the centre:

Which ASDAN qualification/s is/are affected?

*Please now complete the following pages to describe the full nature of the potential or actual conflict of interest, in order to help us to take the appropriate action.*

*Please include any actions carried out by the centre or yourself, relating to the issue.*

*Please use additional sheets and attach any supporting documentation, as necessary.*

*Finally, please complete the declaration and submit the form to ASDAN with any supporting evidence.*

**Details of the potential conflict of interest:**

**Declaration:**

“I understand that ASDAN will retain and process electronically the information given in and with this report, and may use it for any purpose deemed relevant to this enquiry”

Signed:       Date:

Name *(please print)*: