**Conflict of Interest Declaration**

For individuals contracted by The City and Guilds of London Institute (“City & Guilds”) to undertake consultancy services and assessment activities. In this Conflict of Interest Declaration, the term City & Guilds includes ILM.

Please refer to the **Conflict of Interest Policy - Contractors** when completing this form, for further guidance.

Please list any organisations in which you have had a current or recent relationship, within the last 2 years that may give rise to a conflict of interest. It is also necessary to know of other organisations in which you may have a vested interest.

We are required to keep up to date records of and manage potential conflict of interest between people we involve in the development and marking of assessment and any other roles these individuals hold. This is to ensure we have the appropriate measures in place to manage any risk and is not a bar to being contracted.

**Please email the completed form to**: masterdataservices@cityandguilds.com

*This declaration must be ticked, dated and returned to City & Guilds even if there is nothing to disclose.*

|  |  |
| --- | --- |
| **First name** |  |
| **Last name** |  |

**Please tick the box which reflects the areas your contract covers:**

**United Kingdom** [ ]

**International** (please indicate)

Caribbean [ ]  China [ ]  Dubai [ ]

East/West Africa [ ]  Europe [ ]

Malaysia [ ]  South Africa [ ]  South Asia [ ]

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| --- |
| Details of your involvement with City & Guilds Centres/ EPA Customer;* Centre/ Customer name
* Centre number
* Your role
* Dates of involvement
 |
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| By indicating ‘X’ in the box I confirm, where I’m involved with a City & Guilds Centre/ EPA Customer, they are aware of my contracted role/s with City & Guilds/ EPA Customer [ ]  |

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| Details of your involvement with other Awarding Organisations;* Name of Awarding Organisation
* Your role
* Dates of involvement
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|  |

| Details of your involvement with other End-point Assessment Organisations;* Name of End-point Assessment Organisation
* Your role
* Dates of involvement
 |
| --- |
|  |

| Details of qualifications you teach;* Qualification title
* Qualification level
* Awarding Organisation
 |
| --- |
|  |

| Details of the schools and/ or colleges where you teach;* Name of the school/ college
 |
| --- |
|  |

| Details of other roles you hold related to vocational education and training;* Your role
* Dates of engagement
 |
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**Please tick each box which reflects the role(s) you are contracted for:**

|  |
| --- |
| **Quality Assurance and Improvement** |
| Accreditation External Quality Assurer | [ ]  | External Assessor | [ ]  |
| International Assured Consultant | [ ]  | ILM Assessor |  |
| Assured Consultant | [ ]  | ILM Lead Assessor | [ ]  |
| Standardisation Assured Consultant | [ ]  | External Quality Assurer | [ ]  |
| Exam Auditor | [ ]  | International External Quality Assurer | [ ]  |
| Senior Exam Auditor | [ ]  | International Standardisation External Quality Assurer | [ ]  |
| International Exam Auditor | [ ]  | Independent End-point Assessor\* | [ ]  |
| International Invigilator | [ ]  | Lead Independent End-point Assessor\* | [ ]  |
| International Chief Invigilator | [ ]  | Moderator- Technical qualifications | [ ]  |
| International Assessor | [ ]  | Lead Moderator- Technical qualifications | [ ]  |
| Lead External Assessor | [ ]  | Principal Moderator- Technical qualifications | [ ]  |
|  |  |  |  |
| **Quality Delivery** |  |
| ILM Alignment Consultant | [ ]  |  | [ ]  |
|  |  |  |  |
| **Land-based Services** |
| Examiner | [ ]  | Principal Verifier | [ ]  |
| Technical Verifier | [ ]  |  |  |
|  |  |  |  |

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| **Qualification Assessment and Development** |
| Development Consultant | [ ]  | Examiner 1 | [ ]  |
| Other Please specify(e.g. Delegate; Committee member) | [ ]  |  |  |

**1** **Main Examiner contract -** contract for the following services. Please indicate ‘X’ as appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **General** | **On demand** | **Principal Learning** | **Technicals** |
| 1.1 Chief Examiner | [ ]  | 2.1 Chief Examiner | [ ]  | 3.1 Chair of Examiners | [ ]  | 4.1 Chief Examiner | [ ]  |
| 1.2 Marking Examiner | [ ]  | 2.2 Moderating Examiner | [ ]  | 3.2 Chief Examiner | [ ]  | 4.2 Principal Examiner | [ ]  |
| 1.3 Moderators & Editors | [ ]  | 2.3 Marking Examiner | [ ]  | 3.3 Principal Examiner | [ ]  | 4.3 Marking Team Leader | [ ]  |
| 1.4 Setting, Compilation & Item Writing | [ ]  | 2.4 Setting Examiner | [ ]  | 3.4 Reviser | [ ]  | 4.4 Marking Examiner | [ ]  |
| 1.5 Compilation Checker | [ ]  | 2.5 Vetting Examiner | [ ]  | 3.5 Scrutineer | [ ]  | 4.5 Scrutineer | [ ]  |
| 1.6 e- marking | [ ]  | 2.6 E-marking Examiner | [ ]  | 3.6 Marking Examiner | [ ]  | 4.6 Principal Examiner Japan | [ ]  |
| 1.7 Functional Skills Team Leader (Paper Assessment) | [ ]  |  |  |  |  |  |  |
| 1.8 Functional Skills Lead Examiner (Onscreen Assessment) | [ ]  |  |  |  |  |  |  |
| 1.9 Functional Skills Head Examiner | [ ]  |  |  |  |  |  |  |
| 1.10 Functional Skills Lead Examiner (Online Assessment) | [ ]  |  |  |  |  |  |  |
| 1.11 Essential Skills Northern Ireland – Chief Examiner | [ ]  |  |  |  |  |  |  |
| 1.12 Essential Skills (Northern Ireland) - Lead Examiner | [ ]  |  |  |  |  |  |  |

By indicating ‘X’ in the box below you agree to inform City & Guilds/ILM of any potential or actual conflicts of interest that may arise and will submit additional declarations as required to the City & Guilds/ILM department for which you are undertaking contracted activities.

[ ]

|  |  |
| --- | --- |
| Date |  |