**End Point Assessment   
Careers Development Professional Apprenticeship**

**●**

**ANNUAL DECLARATION REGARDING   
ANY POSSIBLE CONFLICT OF INTEREST**

‘Conflict of Interest’ refers to situations in which personal or organisational interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so conflict with the best interests of the End Point Assessment service for the Careers Development Professional Apprentice.

The best way to handle conflicts of interest is to avoid them entirely. Declaring any conflicts of interest (actual, potential or perceived) will disclose the issue and allow the most appropriate course of action to be taken.

The appearance of a conflict of interest must also be avoided.

*Examples of conflicts of interest may include:*

* Having a financial interest (e.g. holding shares or options) in an entity set to potentially benefit from decisions made by SCC in their capacity as an EPAO for the CPD Apprenticeship:
* Being employed by (as staff member or volunteer) or providing services to an entity set to potentially benefit from decisions made by SCC in their capacity as an EPAO for the CPD Apprenticeship:
* Being a member of an entity’s management/executive board that may benefit from decisions taken from SCC in their capacity as an EPAO for the CPD Apprenticeship:
* Receiving any kind of monetary payment or non-monetary, or incentive (including hospitality) from any entity likely to benefit from decisions made by SCC in their capacity as an EPAO for the CPD Apprenticeship:
* Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above
* Having a relationship with any of the apprentices to be assessed
* Having a close member of your family (which term includes unmarried partners)or personal friends who falls into any of the categories outlined above.

The above is a non-exhaustive list of examples, and it is the responsibility of each assessor to ensure that any and all potential conflicts – whether or not of the type listed out above – are disclosed.

**ANNUAL DECLARATION OF INTERESTS   
End Point Assessment for Careers Development Professional Apprenticeship**

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Surname** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Email address** |  |
| **Contact Phone number** |  |

**Option 1**

* I do not have any interests that potentially conflict within my role for SCC in their capacity as an EPAO for the CPD Apprenticeship.
* I also declare that I will inform the SCC EPAO should my circumstances change in any way that effects this declaration.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

**Option 2**

* I do have an interest/s that may prevent my full and unprejudiced participation with SCC in their capacity as an EPAO for the CPD Apprenticeship.

The nature of this conflict of interests is:

|  |
| --- |
| *(Please provide details)* |

I also declare that I will inform the SCC EPAO, should my circumstances change in any way that effects this declaration.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |