

This form can be used by any Laser Learning Awards (LASER)¹ centre, when declaring an actual, potential or perceived conflict of interest of a member of centre staff or learner. A separate form must be completed for each conflict.

Potential conflicts of interest arising at a centre could include the following situations (this list is not exhaustive):

- An individual enters into a financial or operational agreement with an organisation or individual in which they have a vested interest.
- The interests of one job held by an individual contradict another job held by that same individual eg a person working in two conflicting roles within one organisation, such as Assessor and Internal Quality Assurer (IQA).
- A centre trainer, assessor or IQA is a relative or friend of an individual they are due to train, assess or IQA.
- A centre member of staff has a relative or friend taking a LASER qualification at the centre although the qualification is not delivered or assessed by them.
- An examination invigilator is the sole invigilator for an examination and that invigilator stands to benefit from positive outcomes for that examination (for example, the invigilator is also the centre owner).
- A centre member of staff has a contractual or personal relationship with a LASER member of staff.
- A centre member of staff undertakes a qualification at the centre where they are employed.

LASER centre staff must ensure that they are familiar with the content of the LASER Conflict of Interest Policy and Procedures and take responsibility for identifying and managing potential conflicts of interest, and reporting these as required to LASER.

If a centre fails to identify appropriate actions to manage a conflict, or does not carry out its identified actions or follow its own policy and procedures, or in any other way fails to manage a potential conflict appropriately, then sanctions may be imposed on the centre and/or individuals within the centre, in line with the LASER Sanctions Policy. This may include withdrawal of approval of individuals and/or the centre.

Name of Centre			
Name of person completing this form		Position held by the person completing this form	
Email address		Telephone number	

Names of all other parties involved (individuals and/or organisations as appropriate)	
Full details of actual, potential or perceived conflict of interest	
Full explanation of how the conflict of interest will be managed to eliminate risk/s	

¹ All references to LASER in this document also refer equally to Trident Awards, which is the brand name for LASER's work in the security industry.

Declaration

I confirm that to the best of my knowledge the statements made in this declaration are correct and genuine.

Signature of person completing this form	Date
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Please upload this form to Quartz web portal for approval by LASER Quality.

For LASER internal use only

Approved	Yes without amendment	Yes with amendments to actions required, as identified below	No – there is no appropriate action which could be taken to mitigate the risk/s and therefore the conflict cannot be allowed and the situation itself must be changed
Amendments to actions if required			
Authorised by			Date

LASER’s response to this form will be communicated to the centre. Any amendments made by LASER to actions required must be agreed to by the centre. A centre’s failure to respond within seven days will be taken as agreement.