

Conflict of Interest Declaration Form

(In compliance with Standard 4.3 of the Standards for Registered Training Organisations 2025)

1. Purpose

This form ensures transparency and integrity by requiring staff, contractors, trainers/assessors, education agents, and governing persons to declare any actual, potential, or perceived conflicts of interest that may influence their professional decisions, judgment, or actions in relation to Australian Engineering College Pty Ltd t/a Australian Engineering College operations (herein referred to as "AEC").

2. Personal Details

Full Name	
Position/Role	
Department	
Date of Declaration	

3. Type of Interest

☐ Actual Conflict ☐ Potential Conflict ☐ Perceived Conflict

Description of the Conflict of Interest:

4. Nature of the Relationship or Interest

- ☐ Financial interest in another RTO, education agent, or supplier
- ☐ Close personal or family relationship with a current student or staff member
- ☐ External employment, consultancy, or contract that overlaps with AEC's operations
- ☐ Ownership or directorship in a company that conducts business with AEC
- ☐ Involvement in student recruitment, assessment, or decision-making that could influence impartiality
- ☐ Other (please specify):

5. Details of the Conflict

Explain how the interest or relationship may influence your role or decisions at AEC and whether it could affect compliance, student outcomes, or organisational integrity. (Attach supporting documentation if necessary.)

6. Proposed Management or Mitigation Actions

- ☐ Recusal from decision-making
- ☐ Reallocation of duties
- ☐ Disclosure to affected parties
- ☐ Independent oversight or review
- ☐ Termination of conflicting arrangement
- ☐ Other (please specify):

7. Declaration

I declare that the information provided above is true and complete to the best of my knowledge. I undertake to promptly inform the CEO or authorised delegate if my circumstances change or if I become aware of any new conflict of interest.

Signature:	Date:
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8. FOR OFFICE USE ONLY

Assessed By (CEO)	
Date of Assessment	
Assessment Outcome (☐ Low ☐ Moderate ☐ High ☐ Extreme)	
Management Action Implemented	
Follow-Up/Review Date	
Recorded in Conflict-of-Interest Register: ☐ Yes ☐ No	

Note: All declarations must be filed in the staff's personnel record, recorded in the Conflict-of-Interest Register, and reviewed annually or upon change in circumstances.

Signature (CEO): _____