

## EDUCATION AGENT CONFLICT OF INTEREST DISCLOSURE FORM

**RELEVANT STANDARD(S):** *National Code Standard 4*

A conflict of interest occurs when there is a conflict between an education agent's private interests and their obligation to Vigil International College. A conflict of interest can be financial or non-financial in nature or otherwise constitute a material benefit or advantage. A conflict of interest includes not only a personal advantage to an agent but to an education agent's family, close relatives or business associates, or outside business interests or activities of the education agent.

Vigil International College code of conduct places an obligation on its education agents to avoid conflicts between their private interests and the duties and responsibilities and should avoid situations where there is a reasonable basis for the perception of such a conflict.

This form is to be completed by an education agent who has an actual, potential or perceived conflict of interest in undertaking their duties, responsibilities as an education agent. A copy of the completed and signed form is to be stored on the education agent's personal file and on the conflicts of interest register. The staff members' conflict of interest management plan should be reviewed annually during the agent performance evaluation process.

Conflicts of interest can be:

- a) An **actual conflict** involves a direct conflict between an education agent's duties and responsibilities to the Vigil International College and a competing interest or obligation, whether personal or involving a third party.
- b) A **perceived conflict** exists where it could reasonably be perceived, or give the appearance, that a competing interest could improperly influence the performance of an education agent's duties and responsibilities to the Vigil International College.
- c) A **potential conflict** arises where an education agent has an interest or obligation, whether personal or involving a third party, that could conflict with the staff member's duties and responsibilities to the Vigil International College.

**Conflict of Interest Disclosure Form**

<b>Surname:</b>	
<b>Given Name:</b>	
<b>Position:</b>	
<b>Recruitment Company (if applicable)</b>	

Describe the private interests that have the potential to impact on your ability to carry out, or be seen to carry out, your official duties impartially and in the best interest of the overseas students.

Describe the expected roles/duties you are required to perform

Conflict of interest identified as:

**Employee Declaration**

*I declare that the above details of my private interests are correct to the best of my knowledge and am aware of my responsibilities to take reasonable steps to avoid any real or apparent conflict of interest in connection with my duties and responsibilities as an education agent and to advise of any relevant changes in my personal circumstances.*

*I declare to update this disclosure during the entire period of my agreement with or until such times that the conflict ceases to exist and cooperate in the development of conflict of interest management plans as required. Likewise comply with any conditions or restrictions imposed by the **Vigil International College** to manage, reduce, or eliminate an actual, potential or perceived conflict of interest.*

<b>Signature:</b>		<b>Date:</b>	
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**\*\* COMPANY USE ONLY\*\***

Action by Management			
<p><i>The above action has been discussed with the employee and is appropriate to resolve the real or apparent conflict of interest disclosed above.</i></p>			
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Endorsement:</b>		<b>Date:</b>	

## VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
19/11/2021	Document creation	360RTO Solutions	v. 1.0	23/8/2022	22/8/2023

## RTO INFORMATION

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Manager	[Manager]