

Staff	Scenario	Record	Declare	Details	
Teaching Staff	Any centre staff who are taking qualifications at their own centre which include internally assessed components or units.	Green	Grey	Related Persons: Family members (includes step-family, foster family and similar close relationships); Close friends; Close friends' immediate family (e.g. son/daughter).	
	Any centre staff taking qualifications at their centre which do not include internally assessed components/units				
	Any centre staff who are taking qualifications at another centre.	Green	Grey		
	Any members of centre staff who are teaching and preparing related persons for qualifications which include internally assessed components/units.				
	Head of Centre has related persons entered for examinations and assessments at the centre itself.	Green	Grey		
	Head of Centre has related persons entered for examinations and assessments at another centre.				
	Exams office staff have related persons being entered for examinations and assessments at the centre itself.	Yellow	Red		
	Exams office staff have related persons being entered for examinations and assessments at another centre..				
				Use the electronic form to submit a declaration: 1. Log on to the WJEC Portal. 2. Under "Centre Administration", choose "Centre Staff Conflict of Interest Declaration Form".	