To complete this request to undertake education placement where there is a conflict of interest, the pre-service teacher is required to identify and discuss the potential conflict of interest with leadership and develop strategies to minimize any potential risks.

Conflict of interest: Education placement

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| **Contact Details** |
| Student No  |   |
| Full Name  |   |
| Mobile Number  |   |
| Email  |   |
| Placement unit name and code  |  |
| Name of education setting |  |
| Proposed placement dates |  |

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| **What is the extenuating circumstance?** |
| Why do you need to complete your placement in an education setting where there is a conflict of interest?  |    |

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| **Identifying and managing the conflict of interest** |
| The conflict of interest is due to a close personal relationship with: (circle one) | * The mentor teacher
* A teacher on staff
* An administrative staff member
* A student
* Other (please state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| The conflict of interest is due to my paid employment for work undertaken as: | * A teacher
* A teacher’s aide
* Others (please state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| Describe the conflict of interest.  |    |
| Outline proposed arrangements for mimimising or managing the conflict of interest |  |

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| **Approved by (to be completed by leadership in the education setting)** |
| Position Title and Name   |   |
| Signature  |  |
| Pre-service teacher’s name  |  |
| Pre-service teacher’s signature  |  |
| Date  |  |