



<b>TYPE OF DOCUMENT:</b>	<b>POLICY</b>
<b>TITLE:</b>	<b>USE OF NATIONAL AND STATE TRAINING LOGOS</b>
<b>DOCUMENT NUMBER:</b>	<b>POL35</b>
<b>VERSION NUMBER</b>	<b>2.0</b>

### **POLICY STATEMENT**

Perth Boat School acknowledges its obligations in ensuring the correct use of National and State training logos. In accordance with these requirements Perth Boat School will ensure that it complies with the guidelines for usage of National and State training logos.

Perth Boat School will only use the Nationally Recognised Training (NRT) and State logos (the Training Accreditation Council logo):

- \* on AQF qualification documents within its scope of registration;
- \* in accordance with their specifications and conditions of use, as set out in publications available from the Department of Education Science and Training (DEST) and the Training Accreditation Council (TAC);
- \* in advertisements in accordance with the Australian Quality Training Framework (AQTF).

## **USE OF NATIONAL AND STATE TRAINING LOGOS**

### **1.0 INTRODUCTION**

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to ensure compliance with Logo specifications and usage guidelines for the national and State training logos.

### **2.0 POLICY PRINCIPLES :**

#### **2.1 Use of Nationally Recognised Training (NRT) Logo Specifications**

##### **Conditions for Use**

As in accordance with the Logo Specifications

#### **2.2 Use of Training Accreditation Council (TAC) Logo Specifications**

##### **Conditions for Use**

As in accordance with the Logo Specifications



### **3.0 SUPPORTING DOCUMENTATION**

Perth Boat School documentation which supports the implementation of this Policy includes:

- F23\_01 Marketing and Advertisement approval Checklist
- F23\_02 Course brochure template
- Qualification template
- Statement of Attainment template
- Record of Achievement template
- Electronic logos



#### 4.0 PROCEDURES :

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##### **1.1 Use of Logos for Certification**

- Logos are printed in accordance with this policy on blank certification documents. Please see Issuing Certification and relating procedures.

##### **1.2 Use of Logos for Marketing and advertising**

- Logos for marketing and advertising media and materials are used in accordance with this policy.
- All marketing and advertising materials (for all media) are required to be approved by the Director Perth Boat School prior to distribution. Please refer to Marketing and Advertising.