

Marketing requirements: Information for partner schools

All schools who have an executed third party agreement with the TCE RTO are required, and have consent from, Townsville Catholic Education (TCE), to use the subject selection templates provided for the purpose of marketing TCE’s qualifications in school subject selection handbooks and on school websites, provided that the following requirements are met:

1. School website

Where the school lists one or more TCE RTO qualifications on their website, the school must include the qualification code and title, the RTO name and RTO number, and a link to the RTO section of the TCE website - <https://www.tsv.catholic.edu.au/about/our-departments/vocational-education-and-training/the-rto/>

2. Subject selection templates

The school must ensure that only the subject selection templates as supplied by the RTO are used. Templates from the previous year must not be used. Partner schools will be provided with the most up-to-date documents early each year.

3. Edits to templates supplied by TCE

If the partner school makes changes to supplied templates that impact on, or change the integrity of, the document [e.g. removal of content, changing codes and titles, roles and responsibilities of TCE and the school in the delivery of the training product(s)], then the partner school must submit the modified version to the Administration Assistant – VET, for VET and RTO Manager approval prior to use or publishing.

If only customising the templates to the suit the partner school (i.e. to suit school subject selection handbook format) without changing the content and integrity of the document, then it is not a requirement for this to be submitted to the TCE RTO for pre-approval.

When using the nationally recognised training (NRT) logo, it must be placed beside the code and title of the qualification listed on the page. It can only be used in direct relationship with nationally recognised qualifications and/or units of competency. The format of this logo cannot be changed.

PROGRAM DISCLOSURE STATEMENT (PDS)

A declaration regarding the PDS will be found on all subject selection templates. This declaration must be maintained in order to uphold the integrity of each document.

PDS Declaration

Program Disclosure Statement (PDS)	<p>This document must be read in conjunction with the TCE RTO Program Disclosure Statement (PDS). The PDS outlines the services and training products that the TCE RTO provides, as well as those carried out by the partner school.</p> <p>To access the aforementioned PDS, visit: https://bit.ly/2DA6NOm</p>
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Where you (the partner school) copy-paste content from a TCE-supplied template onto a school-specific template (e.g. Subject Handbook), the PDS Declaration must be included in the school-specific template.

NOTE: A copy of all authorised marketing materials must be provided to Townsville Catholic Education to be kept on file.

Authorisation	Trent Engel, VET and RTO Manager	<i>T. Engel</i>	13/01/2020
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