

MARKETING REQUIREMENTS

FOR SUBJECT SELECTION - SUBMIT FOR APPROVAL

Your School (Third Party) is required to submit your Subject Selection Material (for each Binnacle Program you are set to offer), for Binnacle pre-approval.

Binnacle Training is required to check all marketing and advertising materials are quality assured against the Standards, factual and accurate before being distributed.

This includes subject information as positioned in your School Handbook (either printed or digital) and/or School Website.

MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION MATERIAL (SUBJECT HANDBOOKS AND WEBSITES)

	REQUIREMENT	EXAMPLE
MANDATORY INCLUSIONS	RTO Full Name (Binnacle Training) and RTO Code (31319) This is to be listed alongside reference to the qualification code and title	Binnacle Training RTO 31319
		BSB30120 Certificate III in Business
	Binnacle's Program Disclosure Statement (PDS) declaration	PDS Declaration: This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). Access Binnacle's Product Disclosure Statement here.
	Language, Literacy, Numeracy and Digital Literacy (LLND) Skills statement. In particular, must specify:	A Language, Literacy, Numeracy and Digital Literacy (LLND) screening process is undertaken as part of pre-enrolment in order to provide advice to students on the suitability of the training product.
	Third Party Services Statement	The school has entered a Third Party Agreement and will be recruiting prospective VET students, providing student support services, and conducting training and assessment on behalf of Binnacle Training.
OPTIONAL INCLUSIONS	List the units of competency in the Training Program (located in Support Centre) (If used, these must be current and accurate)	Full Unit Code + Full Unit Name e.g. HLTWHS001 Participate in workplace health and safety (Refer to the snapshots in support centre for the most up to date codes)
MUST NOT INCLUDE	The use of logos are prohibited by Third Parties: 1. No use of Binnacle Training Logo 2. No use of Nationally Recognised Training Logo	Schools, as Third Party, are not permitted to use the RTO Logo or Nationally Recognised Training (NRT) logos in their School subject selection materials or on their websites.
	No reference to be made to VETiS or Career Ready initiatives, funded by the Queensland Government * For Schools delivering the SIS20122 Certificate II in Sport and Recreation	There must be no reference made to the Vocational Education and Training in Schools (VETiS/Career Ready) Initiative, funded by the QLD Government. While Binnacle Training is a Skills Assure Supplier (SAS) with the Queensland Government for the Certificate II in Sport and Recreation, due to the partner school being a "third party" in the delivery of training and assessment, this program must not be marketed as 'funded' or 'funding eligible' by the third party. Importantly, please ensure there is: - NO reference to Binnacle being a Skills Assure Supplier; and - NO reference to the Certificate II in Sport and Recreation (or any other qualification) as being funded with Binnacle Training.
	Do not make verbal or written guarantees to students (including prospective students) about the outcome of their training	Must not make any verbal or written guarantees that a VET student: - Will successfully complete a training product; - Can complete a training product in a manner which is inconsistent with any of the requirements set out in an instrument made under section 185 of the Act, as in force from time to time; or - Will obtain a particular employment outcome, where obtaining such an employment outcome is not within the organisation's control.