



Marketing Request Form

Use of Logo, Website Link or Description Courses

This form is to be completed by organisations (including representative agents of Queensford College) or individuals external to Queensford College wishing to promote Queensford College & its courses and planning to use the Queensford College logo, website link or course descriptions. All relevant sections of the form must be completed and sent to Cheryl Sen, Content and Social Media Manager via email: c.sen@queensford.edu.au for approval and use.

AGENT INFORMATION

Full Name: _____ Position: _____

Company Name: _____

Phone: () _____ Email: _____

RULES FOR USAGE OF LOGO

- Logo Ownership**
The Queensford College logo is owned by Queensford College. Use of the logo without approval and/or in an inappropriate manner may result in legal action
- Conditions of Using the Logo**
To maintain the credibility and integrity of the logo, it must be protected from inappropriate use. By requesting permission to use the logo, your organisation agrees to the following terms & conditions of use:
 - The logo must be used in connection with promoting public awareness of **Queensford College**, or recognise an affiliation with you or your organisation
 - No one may manufacture for sale a product containing or featuring the logo
 - The logo must always be clearly visible and distinct from the background
 - The **Queensford College** logo must be the same height as the highest other logo on the same line/space
 - Always ensure the logo is at a legible size (see minimum size requirements below) and it should always remain at 90 degrees (not angled)
 - The proportions of the logo must always remain true (no stretching out of shape)
 - The RTO Number and CRICOS Provider Number must always be used with the logo
 - Queensford College** reserves the right to request that publications be removed from circulation if the document does not meet the above mentioned requirements.



RTO 31736 | CRICOS Provider No. 03010G

USAGE OF LOGO

Proposed use of logo/s (include publication type and audience):

Date/s of proposed use:

Logo Format: jpeg eps png

RULES FOR USAGE OF WEBSITE LINK

The **Queensford College** website should be written as: <https://www.queensford.edu.au/>

USAGE OF WEBSITE LINK

Proposed use of <https://queensford.edu.au/> (include publication type and audience):

Date/s of proposed use:

BRISBANE (Head Office)
Level 2, 359 Queen Street
Brisbane QLD 4000 Australia
+61 7 3221 1626
info@queensford.edu.au

ADELAIDE
Level 11, 90 King William Street
Adelaide SA 5000 Australia
+61 8 8410 4605
sa@queensford.edu.au

FITZWILLIAM STREET - PARRAMATTA
Level 3, 1 Fitzwilliam Street
Parramatta NSW 2150 Australia
+61 2 8660 0040
info@queensford.edu.au

WENTWORTH STREET - PARRAMATTA
Level 5, 9 Wentworth Street
Parramatta NSW 2150 Australia
+61 2 8660 0040
info@queensford.edu.au

RULES FOR USAGE OF QUEENSFORD COLLEGE DESCRIPTION AND COURSES

All information on any advertising or marketing material referring to Queensford College and training and assessment must be accurate and meet the requirements of Australian Skills Quality Authority (ASAQ) as set in the Standards for Registered Training Organisations (RTOs) 2015, specifically **Clause 4.1 —Provide accurate and accessible information to prospective and current students.**

All promotional marketing material that refers to any of Queensford College's courses must include the following:

1. Queensford College Logo

Queensford College's RTO Name and Number: 31736, and Queensford College's CRICOS Provider Number: 03010G are already depicted in the company's logo. This logo must be used and the RTO and CRICOS number to be easily read in all forms of marketing material.

2. Qualification

Only advertises the qualification that is on Queensford College's scope of registration. This is listed in the section below. The qualification code and title of any training product (course) must be published as listed in the section below, along with the CRICOS code of the course.

USAGE OF QUEENSFORD COLLEGE DESCRIPTION AND COURSES

Proposed media channel:	Social Media (Facebook, Instagram, LinkedIn)	Website	Printed Material	Electronic Material	Email
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Proposed use of Queensford College description template or please attach documentation.

Is there a particular course/study area that you would like to promote?

USAGE AGREEMENT

I agree that the requested items will be used in accordance with the Rules for Usage published within this document and I acknowledge that **Queensford College** reserves the right to rescind any prior approval for usage of the logo and/or website link and description.

I will also send a copy to Queensford College of the final publication where the requested items will appear prior to it being published.

Name: _____ Position: _____

Signature: _____ Date: ____/____/____

QUEENSFORD COLLEGE APPROVAL

Approved	Not approved	Conditional approval
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Comments: _____

Signature: _____ Date: ____/____/____

Logo/s or Image/s forwarded _____ Publication viewed: ____/____/____

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