



Recognition Requirements under the Trade Training Centres in Schools Program

All schools receiving funding under the Trade Training Centres in Schools Program are required to recognise and acknowledge the Australian Government's contribution. This requirement is part of the funding arrangements of the Program, outlined in section 7.6 of the Program's guidelines for Round Two.

What are the recognition requirements for our school?

Major Capital Works Projects over \$1 million

For all major capital works projects, there must be an opening ceremony and a plaque erected acknowledging the financial assistance provided by the Australian Government.

Schools may also acknowledge the financial assistance provided by the Australian Government in the following ways:

- School publicity, including website announcements (where available); and/or
- Signage

Equipment and/or Minor Upgrade of Facilities (including Minor Capital Works) Projects less than \$1 million

For funding grants less than \$1 million, schools are not required to hold an opening ceremony. However, all schools are required to acknowledge the financial assistance provided by the Australian Government. This acknowledgement must include both of the following:

- Erect or affix a plaque; and
- School publicity, including website announcements (where available)

Schools holding an official opening or ceremony need to adhere to the arrangement requirements set out below.

If you are unsure which category your school project falls under, please contact the Trade Training Centres Information Hotline on 1300 363 079.

Plaques: The size of the plaque should be commensurate with the size of the project/structure to which it is to be affixed. Where a plaque cannot be attached to a project because of the nature of the project (ie. equipment) then a plaque must be placed in an appropriate location in the school, such as the front foyer or administration area.

Publicity: Schools must refer to the Trade Training Centres in Schools Program by name in publications such as newsletters and articles in local media. Where a school website is available, schools must acknowledge the Australian Government's assistance through an announcement on the homepage. Copies of all publicity should be forwarded to the Trade Training Centres Taskforce.

Signage: For all new building projects, the Trade Training Centre name approved in the funding agreement should be prominently displayed on any building.

Do we need a media announcement/press release?

Media announcements and press releases are not a requirement for recognition under the Program. However, where schools choose to announce their projects through the media, they must consult with the Trade Training Centres Taskforce prior to the release of any statement.



When should we hold our official ceremony?

The official opening or ceremony must be held within **six months** of completion of the project. Subject to complying with ceremony arrangements detailed below, an official ceremony may be held prior to completion of the project, for example, to mark the delivery of a large piece of equipment or commencement of training.

Can we have more than one ceremony?

Schools may elect to hold a ceremony prior to completion of their project, for example to highlight the progress of their project (particularly where the project consists of multiple sites). Schools electing to hold a ceremony prior to completion of their project will be deemed to have met the recognition requirements. Where there are multiple projects/sites, schools can choose to have more than one official opening or ceremony. However recognition funding can only be used once per project and any additional ceremonies will be at the cost of the school.

What if we do not wish to hold a ceremony?

It is a requirement under the Program Guidelines for all major capital works projects over \$1 million to hold a ceremony acknowledging the Australian Government's contribution. Schools that elect not to undertake a recognition ceremony must seek formal exemption from the Minister. Where exemption is granted, schools will still be required to erect a plaque acknowledging the financial assistance provided by the Australian Government. For further information on how to seek an exemption, please contact the Trade Training Centres Taskforce.

What arrangements are needed for an official opening or ceremony?

- Where the Australian Government has provided funding for major capital works over \$1million, the Minister (or his/her elected Australian Government representative) must be invited to speak and given the opportunity to officially open the facilities.
- The Minister (or his/her representative) must be given a minimum of 12 weeks notice for any official events related to the opening of facilities or recognition ceremony.
- Once confirmed that the Minister or representative will attend an opening or ceremony, the arrangement cannot be changed without the agreement of the Commonwealth.
- Schools can invite any member of parliament, federal or state, as a guest to an opening ceremony. Invited guests may speak at the ceremony if invited to do so by the schools, but cannot officiate at the ceremony.

Further information

For further information and assistance, or to organise the Australian Government's participation in an official opening or ceremony, contact the Trade Training Centres Information Hotline on 1300 363 079.