



Australian Alpine Training Institute

MARKETING AUTHORISATION

PURPOSE

This form is to be completed by the CEO.
 However, it is important that the marketing manager in collaboration with the training manager ensure that they have perused this document and also completed the Marketing Materials Checklist and the Permission Authority prior to submitting to CEO for final signoff.

Review the following	Yes/No	Comments
Has the NRT logo been correctly displayed?		
Has the qualifications title and code been correctly displayed?		
Has version control been used?		
Is the marketing message clear and unambiguous?		
Is language clear and developed for the audience level?		
Has the RTOs logo been included?		
Is the nominated course listed on CRICOS?		
Has the permission authority form been signed?		
Has the marketing permission register been completed?		
Is the marketing consistent with the future strategies of RTO and policies, procedures and course being offered?		
Is the course current?		
Is the course on scope?		
Are there any other courses offered that are not accredited? If so, then are the courses clearly distinguished from accredited courses?		
Is the duration of course consistent with that listed on CRICOS?		
Has the marketing checklist been completed?		
Has OSTAS insurance been updated?		
Are the contact details correct?		
All previous documentation has been archived		

Has this marketing been approved by CEO or designated person? Yes No

If No, the reason is:

And the action required before re-submission:

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If Yes, CEO or designated person approves and signs below:

Signature: Date:

Print name:

Comments: