

Advertising

1. INTRODUCTION

Throughout the year the *organisation* will advertise courses available to lining the content duration, entry requirements and contact personnel.

2. POLICY

- 2.1 Information on the *organisation* and programs provided will be made available to agencies and prospective students by way of advertising in local papers news letters within the community and using TEC the diary for providers which outlines courses available and contact people.
- 2.2 A profile will be maintained with government agencies by attending meetings and presentations on what the *organisation* have to offer in regards to training.

3. RESPONSIBILITY

- 3.1 Administration are to be responsible in meeting these standards

4. COMPLIANCE

- 4.1 Assessment material, record of meeting, documentation in relation to RPL, Student handbook. Record of prior learning form. Students CV.

5. REFERENCES

- 5.1