

Senate Standing Committee on Education Employment and Workplace Relations

QUESTIONS ON NOTICE  
Additional Estimates 2009-2010

Outcome 2 - Schools

DEEWR Question No.EW0991\_10

Senator Cash asked on 11/02/2010, Hansard page 21.

Question

TTC - WORDING ON THE PLAQUE

Senator CASH—Do you know yet what the wording is that is going on that plaque?

Mr De Silva—We provide a package to schools which sets out what the wording is.

Senator CASH—Are you able to provide a copy of the package to the committee?

Mr De Silva—I will take that on notice.

Answer

The plaque wording which was provided to Aviation High to comply with the Trade Training Centres in Schools Program recognition requirements reads:



Australian Government

[INSERT TRADE TRAINING CENTRE NAME]

was officially opened on (date)

By the (Australian Government Minister) for (portfolio, name)

Funding for the project was provided by the Australian Government and (State/Territory Government name, industry funding body; community funding etc, if appropriate).

*Authorised by the Australian Government, Capital Hill, Canberra 2600. Printed by [insert name and place of business of printer (including the full street address of the printer)]*

A copy of the Recognition Package was sent to Aviation High on 1 December 2009 and contained the following attachments:

- Letter to school enclosing invitation, Attachment A;
- Website Approved Wording, Attachment B; and
- Recognition Fact Sheet, Attachment C.



1 December 2009  
11135  
[School Name]

Dear [insert name]

Please find attached information to assist you with the planning of the recognition ceremony for [insert school name] funded by the Trade Training Centres in Schools Program.

#### Recognition Ceremony Guidelines

- The Minister for Education *must* be invited to speak and given the option to officiate at all recognition ceremonies;
- When inviting the Minister for Education to attend a recognition ceremony, schools must ensure that:
  - The Minister is given a minimum of twelve weeks notice for any official events relating to the opening of the facilities; and
  - Three ceremony dates (NOT scheduled parliamentary sitting days) are to be provided to allow greater flexibility for the Minister or her representative to attend. The Parliamentary Sitting Dates Calendar 2009 is attached for your reference.
- Once it has been confirmed that the Minister or her representative will attend an opening or ceremony, the date cannot be changed without the agreement of the Commonwealth.
- All schools are required to erect a plaque to acknowledge the Australian Government funding received. A plaque template with appropriate wording will be provided to you in future correspondence.

To assist the Department in creating an invitation to the Minister, please provide the information requested in the attached *Ceremony Details* form. Should any fields be irrelevant please populate with 'n/a'.

The Department also encourages schools to photograph this event and place the photos, along with any other relevant information on your school website. This will provide a valuable pictorial record of your school's progress that can be shared with the broader community. Approved wording by the Minister's office for school websites is also attached.

If you require further assistance please do not hesitate to contact me on the number provided below.

Kind regards,

[insert Director's name]  
Director  
*Trade Training Centres Taskforce*

Department of Education, Employment and Workplace Relations  
Phone: 02 XXXX XXXX  
Email: [tradetraining@deewr.gov.au](mailto:tradetraining@deewr.gov.au)

## ***Trade Training Centres in Schools Program Recognition Ceremony Details***

### **General information**

TTC Name (as per funding agreement)		
Address of opening ceremony		
Contact details	Name:	Phone:
Proposed dates for ceremony (dates must be on non-sitting days)	Date 1:	
	Date 2:	
	Date 3:	

### **Event details**

Proposed times	Start:	Finish:
Master of ceremonies		
Detail of speakers (incl. time allocated to each and what they will talk about)		
Entertainment (if applicable)		

### **Project information**

Description of aspects of the TTC which the Australian Government funded	
Facility profile – who will use the TTC, no. of expected enrolments	
Courses/qualifications offered in the TTC	
Cluster arrangements with other schools/ institutions/ communities	



Fax: [Program Officer's fax number]  
Email: [tradetraining@deewr.gov.au](mailto:tradetraining@deewr.gov.au)

**Trade Training Centres in Schools Program – Recognition  
School Websites Approved Wording**

The following wording could be placed on school websites to announce their success



**Australian Government**

Our school was successful for (insert \$ **approved/attributed to cluster**) in  
(**insert Round number**) of the Australian Government's Trade Training  
Centres in Schools Program

All cluster schools would also be able to place an announcement on their website.



## 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 (i.e. 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.

