

Permission to Photograph/Publish Procedure

The following Permission to Photograph/Publish Procedure will be used to provide evidence that Alan Bartlett Consulting Pty Ltd has a documented approach to obtaining permission to photograph and publish.

Client Details and Permission

Full name of Client: _____

Preferred title: Mr Mrs Ms Miss Other _____

Position held within company: _____

Telephone: Work: _____ A/Hours: _____
 Mobile: _____ Email: _____

I, _____ hereby give my written permission for photos to be taken both of myself and the work I will be performing during the course of my traineeship. This permission will only extend to the use of evidence of competency and all printed references will be placed in my personal student file as required for the retention of future evidence. These files will be retained onsite in a safe, secure location with limited access by staff of Alan Bartlett Consulting and access to this file available at my request following correct procedures.

I, _____ DO DO NOT hereby give my written permission for photos to be taken both of myself and the work I will be performing during the course of my traineeship to be published for the use on Alan Bartlett Consulting's Website and internal Intranet site for the use of advertising and newsletter publications as well as trade and technical displays. In doing so I am aware that the company's website can and will be accessed via the world wide web and no personal information will be provided by Alan Bartlett Consulting without my written consent.

Trainee		Guardian (if under 18)	
Name		Name	
Signature		Signature	
Date	____/____/____	Date	____/____/____

Employer/Supervisor Details and Permission

Company Name: _____

Full name of Supervisor/Manager: _____

Preferred title: Mr Mrs Ms Miss Other _____

Position held within company: _____

Telephone: Work: _____ Email: _____
 Mobile: _____ Fax: _____

I, _____ hereby give my written permission for photos to be taken both of both my employee and their workplace whilst performing their training during the course of their traineeship. This permission will only extend to the use of evidence of competency and all printed references will be placed in their personal student file as required for the retention of future evidence. These files will be retained onsite in a safe, secure location with limited access by staff of Alan Bartlett Consulting and access to this file available at my request following correct procedures.

I, _____ DO DO NOT hereby give my written permission for photos to be taken both of my employee and their workplace performing training during the course of their traineeship to be published for the use on Alan Bartlett Consulting's Website and internal Intranet site for the use of advertising and newsletter publications as well as trade and technical displays. In doing so I am aware that the company's website can and will be accessed via the world wide web and no personal information will be provided by Alan Bartlett Consulting regarding the organisation outlined above.

Employer (authorised representative)		Supervisor	
Name		Name	
Signature		Signature	
Date	____/____/____	Date	____/____/____