



Filming/Photography Policy

This policy is designed to meet the requirements set out in the Privacy Act 1988 and as outlined by the Australian Quality Training Framework Standards for Registered Training Organisations.

Any external or internal requests for filming/photography of IFAP's training or facilities must be approved by IFAP's Marketing Department prior to commencement of these activities.

Approval will be given following the completion of IFAP's "**Approval to Film/Photograph**" Form and will be at the discretion of IFAP's Marketing Department. In the absence of IFAP's marketing staff, approval may be sought from the Managing Director.

Filming/Photography on IFAP Premises

Once the approval form has been completed and signed, permission must be sought from any trainees and IFAP staff to be included in any filming/photography. This must be done by completing the "**IFAP Staff/Trainee Approval to Film/Photograph**" form.

Approval must also be sought from IFAP for filming/photography of IFAP training facilities, equipment and buildings.

Filming/Photography of IFAP training on-site

If filming/photography is to be undertaken outside of IFAP's premises, permission must be sought from the client at which the training is being conducted and from the trainees and IFAP staff involved.

WARNING: It is the sole legal responsibility of the photographer to ensure that the proposed use of the photographs/footage do not infringe any legal or equitable interests of:

1. persons depicted in the photograph/footage; or
2. the owner of any legal, equitable or statutory interest in respect of subjects or items depicted, described or referred to in the photograph/footage.

Approval and More Information

To obtain copies of the relevant approval forms, gain approval to film/photograph or for more information, please contact:

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