

Guidelines for the use of the Professional Development Centre logo

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About these guidelines

Our brand

Our brand is extremely important and one of the most valuable elements is the Coat of Arms (shield) of the University of Cambridge. This was granted for use by the Scholars of the University of Cambridge by the English Crown during the reign of Queen Elizabeth I in 1573. This symbol now represents educational excellence around the world, nearly 500 years later.

As a Cambridge Professional Development Centre you are being granted permission to use this symbol of excellence but we ask that you treat it with respect and note that permission is granted solely based on compliance with these guidelines.



Correct version of logo

Please note, the logo that we allow you to use is the Professional Development Centre version of our logo – not the standard organisation logo. You can download the Professional Development Centre logo from our website at: www.cambridgeinternational.org/logos



Your responsibilities

As a Cambridge Professional Development Centre you have a responsibility to comply with the guidelines for use of the Professional Development Centre logo.

These obligations are set out in the *Cambridge Handbook*, specifically in Clause A13: *If you do not keep to the processes and procedures set out in this Cambridge Handbook, we will be entitled to take appropriate action, which may include:*

A13.1 requiring you to take remedial action

A13.2 requiring you to undergo further inspection and quality assurance visits

A13.3 removing your centre's eligibility to enter for some or all of our qualifications, or

A13.4 removing your centre status and terminating any contract we have with you.

The Professional Development Centre logo can only be used in way set out in these guidelines. We do not permit any other use.

You must get approval from us before printing or publishing any item using the Professional Development Centre logo (see page 8 for the approval process).

Professional Development Centre logo use

File formats

There is a colour and a white version of the Professional Development Centre logo (see below) These are supplied in the Communications toolkit area of our website in JPG or PNG format for digital use and EPS format for print use.



Fig. 1 – Professional Development Centre colour logo



Fig. 2 – Professional Development Centre white logo



Fig. 3 – Clearance area required around the logo

Logo clearance area

We require half shield clearance above and below the logo and a full shield width either side of the logo (see above). We also require that the logo is on a plain background as this allows for maximum legibility.

Important information

Always use the logo **exactly** as provided and do not amend in anyway. Different file formats for this logo are available in the Communications toolkit area of our website, for which you were given a login at the point of registration. Go to www.cambridgeinternational.org/logos

Professional Development Centre logo use continued

Correct placement

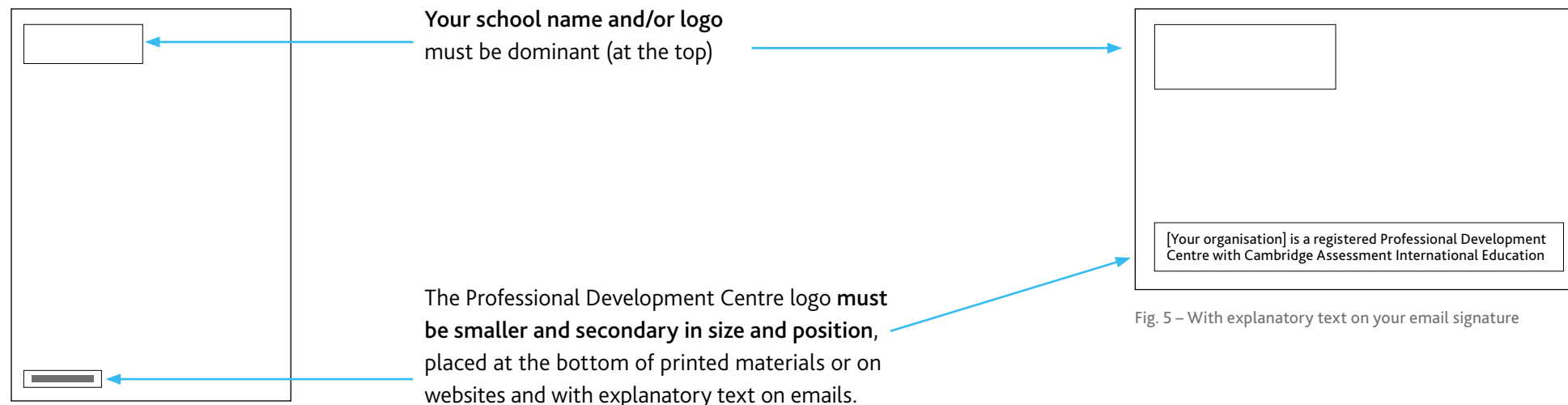


Fig. 4 – At bottom of printed material

Fig. 5 – With explanatory text on your email signature

Notes:

- The Professional Development Centre logo must be secondary in size and position to your own identity.
- There must not be any confusion regarding your identity as an organisation independent of us.
- When used alongside other exam board logos please ensure they are all proportionately the same size and that the size and clearance zones indicated in Fig. 3 (on the previous page) are maintained.

Email signatures and/or business cards

Instead of the Professional Development Centre logo, please use the following line of text after your organisation's name and/or logo:

[Your organisation name] is a registered Professional Development Centre with Cambridge Assessment International Education

Example signature:

[Your name], [Job title], [Your organisation name], 123 High St, City, Country
[Your organisation name] is a registered Professional Development Centre with Cambridge Assessment International Education

Professional Development Centre logo use continued

Correct materials

The Professional Development Centre version of our logo is only for use on your marketing and publicity material, including:

- leaflets ✓
- advertisements ✓
- brochures ✓
- marketing videos ✓
- letterhead and envelopes ✓
- posters ✓

Do not use the Professional Development Centre logo on any item that might create confusion regarding your status as an independent organisation.

Do not use the Professional Development Centre logo in any circumstance that might damage our reputation.

We have the right to request removal of this logo from any promotional or publicity material that has potential to damage our reputation.

Incorrect materials

The following are examples of where it is inappropriate to use the Professional Development Centre logo:

- uniforms or name badges ✗
- report cards ✗
- certificates ✗
- financial documents (e.g. invoices or receipts) ✗
- internal signage ✗
- class registers ✗
- email signatures and business cards* ✗

**On email signatures and business cards only, you should use a line of text instead of the logo (see previous page).*

Frequently asked questions

To help you we have provided answers to the questions we are often asked in relation to the use of the Professional Development Centre logo.

May I use the shield on its own?

No. We do not allow the shield to be used on its own because it is the symbol of the University of Cambridge. We do not want our Professional Development Centres to be confused between Cambridge Assessment International Education (a department) and the University itself.

Can I incorporate the shield into my name or school logo?

No. We do not allow incorporation of the shield into names or other organisations logos because it implies a belonging to the University of Cambridge. You are registered with us and are therefore permitted to use only the customer version of the logo we have prepared for you. Please use your own independent identity to promote yourselves.

Can I incorporate 'Cambridge' into my name?

No. Again, we believe this will cause confusion as incorporating the name 'Cambridge' may imply a legal association that cannot be substantiated. We prefer your name to be completely independent of ourselves.

The way I want to use the Professional Development Centre logo is not covered in these guidelines – may I use it the way I want?

No. These guidelines show how the Professional Development Centre logo may be used. Any situation that is not covered in these guidelines is not permitted.

May I use the Professional Development Centre logo on my stationery and in email signatures?

You can only use the Professional Development Centre logo on letterheads and envelopes, and it must be secondary in size and position to your own logo. This is to avoid confusion regarding your status as an independent organisation. For business cards and email signatures, please use the line of text below instead of the Professional Development Centre logo:

'[Your organisation name] is a registered Professional Development Centre with Cambridge Assessment International Education'.

Descriptions

The following copy may be used in presentations, documentation and press releases to describe your relationship as a Professional Development Centre of Cambridge Assessment International Education.

For purposes of explanation

We are a registered Professional Development Centre of Cambridge Assessment International Education, the only exam board wholly owned by a world-leading university, the University of Cambridge.

For purposes of marketing

We are a registered Professional Development Centre of Cambridge Assessment International Education. Cambridge Professional Development Qualifications transform professional learning for practising teachers and school leaders.

Text to describe the Cambridge programmes you offer

You can also use the following text for the purposes of explanation or marketing to describe the Cambridge Professional Development qualifications you offer. You must be approved and ready to offer the programmes you include in your descriptive text.

As a Professional Development Centre, we offer Cambridge Professional Development Qualifications in [Teaching and Learning / Educational Leadership / Teaching Bilingual Learners / Teaching with Digital Technologies].

Marketing and approval

Pre-prepared marketing materials

You can access our online Communications toolkit at www.cambridgeinternational.org/toolkit to download materials to help you explain Cambridge programmes to parents, students and other audiences. You can also access your Professional Development Centre logo here.








Approval

You must get written approval from us before you print, display or distribute materials using the Professional Development Centre logo.

For approval of all materials using the Professional Development Centre logo please send a digital file to logoapproval@cambridgeinternational.org

If your materials contain words that are not in the English language you must provide a translation when you send them through for approval.

You must also describe how and where you intend to display the materials.

 <p>Factsheets and guides</p> <p>Use our factsheets to give parents an overview of Cambridge Pathway for students aged 5 to 19.</p>	 <p>Presentations</p> <p>This series of presentations will help schools explain the features of Cambridge Pathway to parents. They can be used at parent evenings and open days.</p>
 <p>Posters</p> <p>Download copies of our posters for display in classrooms, reception areas and at parent evenings and open days.</p>	 <p>Videos</p> <p>Our videos cover a wide range of topics and are designed to help students, parents and teachers.</p>
 <p>Logos</p> <p>Access Cambridge International logos for use in digital and printed media via our password protected site.</p>	 <p>Photographs</p> <p>Our image bank contains high quality photos of famous landmarks from Cambridge, UK. They are perfect for use in presentations and other documents.</p>
 <p>Event banners</p> <p>Use our event banner artwork to promote your association with Cambridge International at events.</p>	 <p>Press release templates</p> <p>Adapt these template press releases to generate local media coverage about a new affiliation with Cambridge International.</p>