

Make a difference. **Teach**
Working in education in Queensland



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TEACH TEAM SESSION REQUEST FORM

Please complete and submit this form to request an Information Session conducted by the Teach Team: Education Queensland Teaching Ambassadors. **The form must be submitted a minimum three weeks prior to the proposed event.** Confirmation of the availability of the Teach Team for the proposed session will be provided in writing.

The Department welcomes the opportunity to provide multiple presentations during a campus visit (i.e. different cohorts). Please complete a separate form for each information presentation.

For information about the Teach Team is available on the department's website at <http://education.qld.gov.au/hr/recruitment/teaching/teach-team.html>

PROPOSED SESSION DETAILS

The Department requests that 90 to 120 minutes be allocated for the Teach Team information sessions to provide appropriate opportunities for information to be provided and for attendees to engage with presenters.

Please note sessions cannot be conducted on pupil free days or during school holidays.

Proposed Date _____

Proposed Time Commence _____ Finish _____

Alternative Date _____

Alternative Time Commence _____ Finish _____

Location/Campus/Room _____

Address of location _____

Will a member of staff meet the Teach Team presenters? Please specify: _____

Please provide a link to campus or other relevant map where possible:

FACILITIES INFORMATION

Please indicate if the following facilities and technology are available at the venue and where possible provide details

Car Parking no of spaces available _____ Is a permit/voucher required? _____

Data projector Microphone Internet access

Web conferencing facilities Laptop – with CD/DVD capabilities Whiteboard/smart board

Will the information session/s be recorded? No Yes – please attach a media consent form if required

If yes, please give details such as reason for recording and who will be able to access the recording:

TARGET AUDIENCE

The Department encourages faculty staff to attend the information sessions.

Audience (please indicate all that apply)	Anticipated Attendance	Audience (please indicate all that apply)	Anticipated Attendance
<input type="checkbox"/> Secondary Students	_____	<input type="checkbox"/> First year pre-service teachers	_____
<input type="checkbox"/> Second year pre-service teachers	_____	<input type="checkbox"/> Third year pre-service teachers	_____
<input type="checkbox"/> Final year pre-service teachers	_____	<input type="checkbox"/> Graduate Diploma (or equivalent)	_____
<input type="checkbox"/> Other – please specify _____			

Has this cohort previously attended a Teach Team Session? Yes No

LEARNING PHASES/SPECIALIST AREAS

Please indicate the learning phases/specialist areas of the audience:

<input type="checkbox"/> Early Childhood	<input type="checkbox"/> Primary	<input type="checkbox"/> Middle School	<input type="checkbox"/> Secondary
<input type="checkbox"/> Special Education	<input type="checkbox"/> Other – please specify _____		

PURPOSE OF SESSION

Please indicate the purpose of the session:

<input type="checkbox"/> Teacher Application Process	<input type="checkbox"/> Employment opportunities	<input type="checkbox"/> Rural and remote opportunities
<input type="checkbox"/> Teaching in a State school	<input type="checkbox"/> Other – please specify _____	

ORGANISER DETAILS

Name	_____		
Position	_____	Organisation	_____
Phone	_____	Email	_____

Please return the completed form to
Workforce Initiatives
Human Resources Branch, Department of Education and Training
Fax: (07) 3237 0842 | Email: teacher.quality@deta.qld.gov.au
Questions? Telephone (07) 3404 3476