



Nominations Close: **WEDNESDAY - 30 November 2011**

INSTRUCTIONS

- The school principal and the nominated student should confer to complete the nomination form.
- Download a blank nomination form from <http://education.qld.gov.au/staff/development/scholarships/tjryan/index.html>.
- Please **email a completed but unsigned copy** of the **nomination form** to tjryan@deta.qld.gov.au. (NOTE: this emailed copy is not a substitute for the signed hard copy nomination - which will include all attachments).
- Check all sections have been completed as incomplete or inaccurate nomination forms may not be considered.
- The school and the nominated student should each keep a copy of the nomination form.
- Schools should submit a total of 5 copies of the nomination form plus attachments with each, signed by the nominated student and the school principal to:

2012 TJ Ryan Memorial Medal
Department of Education and Training
Workforce Initiatives - Human Resources
PO Box 15033
Brisbane City East QLD 4002

OFFICE USE ONLY

Date Recd		Nomination no.:	12/
Shortlisted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Awarded:	<input type="checkbox"/> Medal <input type="checkbox"/> HC <input type="checkbox"/> Merit

STUDENT SECTION - to be completed by the student being nominated

Section 1: Applicant Personal Details

School: _____

Title: Mr Ms Miss

Surname: _____ Given Name/s: _____

Date of Birth: _____ / _____ / _____ Age at 31 December 2011: _____

Home Address: _____

Suburb/City/Town: _____ Postcode: _____

Home Telephone: _____ Mobile: _____

Preferred Email Address: _____

QTAC Application No: _____ QSA LUI: _____

Are you an Australian citizen or a permanent Australian resident? (You must be a permanent Australian resident to qualify for this award.) Yes No



Section 2: Tertiary Entrance Details

Please list your QTAC or interstate equivalent preferences below:

Preference Order	Course Code	Course Name	Subject Major/s	HEI & Campus
1				
2				
3				
4				
5				

Section 3: Existing tertiary enrolment details (where applicable)



Please *attach certified copies* of:

- **Academic transcripts** showing results to-date for your current HEI study program
- Confirmation of your current tertiary enrolment (Semester 2, 2011)

Course Code: _____ Course Name: _____

Specialisation/Majors: *(if applicable)* _____

HEI Name: _____

Campus: _____ Status: Full-time Part-time

Year commenced: _____ Anticipated Graduation Date: _____

Section 4: Statement of Academic Achievements (years 11 and 12 only)



Please attach a summarised listing any significant academic achievements/awards during years 11 and 12

- **NOTE:** The Department of Education and Training will obtain your OP from the Queensland Studies Authority for this Section. Copies of your Academic transcripts/ official school results transcripts are not required.

Section 5: Statement of Leadership achievements - at school



Please attach a list significant leadership positions held within - or officially representing - your school during years 10, 11 and 12.

List any **positions** held at school such as School Captain, Vice-Captain, House Captain, Committee Chair, captain of any school teams or in community organisations and events at which you are also officially representing your school. Beside each position, briefly state your **responsibilities** in that role that demonstrate your leadership skills.

The layout example below is suggested.

Position	Responsibilities (maximum 50 words per position)

Section 6: Statement of Leadership achievements - external to school



Please attach a list of significant leadership positions held within your local or broader community (external to school) while a student in years 10, 11 and 12.

List any **positions** held in sporting teams or community organisations and events that are external to school and at which you were not officially representing your school. Beside each position, briefly state your **responsibilities** in that role that demonstrate your leadership skills. (Organisations can range from local to state, national or

international level.)

The layout example below is suggested.

Position	Responsibilities (maximum 50 words per position)

Section 7: Referees (Referees must not be related to the applicant.)

Attach two written references on relevant letterhead to ensure authenticity of their source (if you wish to retain the original, a JP certified copy is acceptable):



- One reference should be from your current school Principal, who can confirm your academic abilities and provide comment on your leadership strengths and abilities. It should also detail your character, communication skills, involvement in extra-curricular activities and in the local community and broader community, and generally confirm what has been written in the nomination.
- A second reference **one (only)** is recommended to strengthen the nomination. This can be from any person who can speak with authority on your leadership skills and abilities outside of the school environment. Suitable referees include church/youth leaders, sport coaches, representatives of community organisations and employers.

Section 8: Additional Relevant Information

Attach your Resume/Curriculum Vitae.



- In addition to personal details that are contained in a Resume/Curriculum Vitae, this document should include details of educational achievements (certificates/qualifications), work experience opportunities (if any), any other achievements such as sporting accomplishments, volunteer and citizenship service, cultural activities, nominations etc. It should also include a list of any awards or scholarships received.
- There is no need to submit copies of any awards etc listed in the Resume/Curriculum Vitae. The selection panel may however request them at a later stage of the selection process.

Section 9: Nominee's Declaration

Please tick each item below as applicable to confirm your consideration and understanding:

I agree to:

- gain full-time study for a tertiary degree at an accredited Australian Higher Education Institution in 2012
- notify DET of any changes to the information in this nomination if circumstances change.

I give my consent to:

- the Queensland Studies Authority to supply details of my academic performance to DET for the purpose of selection of the 2012 TJ Ryan Memorial medallists - having completed the Queensland Core Skills Test OR
- the Queensland Tertiary Admissions Centre to supply details of my academic performance - converted into an OP format - to DET for the purpose of selection of the 2012 TJ Ryan Memorial medallists - having completed my year 12 assessment through the International Baccalaureate system.

I understand that:

- this application in no way guarantees me entry into a tertiary studies course and confirm that I have applied through QTAC for entry into a tertiary education (full-time) for Semester 1, 2012
- DET will not confirm my nomination if the information I have provided on this form is incorrect or incomplete
- once submitted, this form and all attached documents become the property of DET
- DET is required to abide by the Right to Information and Information Privacy legislation and confirm I have read and understood the Privacy Notice included in this document.

- I have attached all requested documentation as indicated throughout this document

Nominee's Name (*please print*):

Nominee's Signature:

Date:

/ /

Section 10: Privacy Notice

DET collects your personal information in order to assess your application for this scholarship program. The information will only be accessed and used by authorised employees within the department.

Should you accept an offer of a scholarship, you should note that the information provided may also be used for promotional activities carried out by DET. Your profile may be printed in presentation ceremony programs and other media/web activities.

Your information will be used to administer the scholarship program, assess your application, for verification and assessment purposes and may involve disclosure of some information to external agencies outside of the department - such as the Queensland College of Teachers, your HEI or persons/agencies mentioned in your application. Otherwise your personal information will not be disclosed to any other person/agency without your express permission or we are required by law.

Personal information collected by the Department is handled in accordance with the [Information Privacy Act 2009](#).

Five copies (original + four copies) of completed nominations and attachments*

must be submitted by WEDNESDAY 30 NOVEMBER 2011 to:

2012 TJ Ryan Memorial Medal and Scholarships
Workforce Initiatives (Human Resources)
Department of Education and Training
PO Box 15033, CITY EAST QLD 4002

ELECTRONIC COPY OF THIS FORM IS AVAILABLE ONLINE THROUGH:

<http://education.qld.gov.au/staff/development/scholarships/tjryan/index.html>

SCHOOL'S SECTION - to be completed by the School Principal/Headmaster**Section 10: School and Principal's Details**

School Name:		_____	
School type:	<input type="checkbox"/> State	<input type="checkbox"/> Cath	<input type="checkbox"/> Indep
State Electorate:		_____	
School Address:			
Suburb/City/Town:		Postcode:	
_____		_____	
School Telephone:		Fax:	
_____		_____	
Principal's Surname:	_____		Given Name/s:
_____		_____	
Salutation:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms
	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr	Title:
_____		_____	
Preferred Email:			

Education Region (state system):			

Section 11: Certification of student leadership achievements

Your nominee will have asked for a reference to attach to this nomination.



- This reference should confirm the nominee's academic abilities and provide comment on their leadership strengths and abilities. It should also detail their character, communication skills, involvement in extra-curricular activities and in the local community and broader community, especially as it relates to leadership roles.
- If not included in the above reference, please comment further on leadership qualities and achievements that the nominee has outlined in sections 5 and 6. In addition, indicate any other achievements the nominee has not mentioned that you feel adds strength to their nomination (e.g. the nominee may not know that they will receive the Senior Dux award at the end of the year).

Section 12: School endorsement

Was this student School Captain in 2011?	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Is this student School Dux for 2011?	<input type="checkbox"/> Yes <input type="checkbox"/> No
# It is understood that the information about being School Dux may be confidential at the time of completing this nomination. We will respect that confidentiality but seek the information to aid speech preparation in the event your nominee is selected for an award.			

PRINCIPAL TO SIGN

I endorse the nomination of _____ (student's name) as the ONE nominee from _____ (name of school) for the 2012 TJ Ryan Memorial Medal.		
_____	_____	Date signed: / /
* Principal/s name (please print)	* Principal's signature	

* If the Principal is not available to sign, please have the next senior officer sign with a notation to confirm the unavailability of the Principal.

As part of the assessment process, this page will be detached and forwarded to the Queensland Studies Authority or the Queensland Tertiary Admissions Centre if required. It is a written authorisation from you, the student, and your parent/guardian, to enable the relevant authority to provide your confidential 2011 OP data to the Department of Education and Training to assist with assessment of your nomination.

**TO: QUEENSLAND STUDIES AUTHORITY and/or
QUEENSLAND TERTIARY ADMISSIONS CENTRE**

School: _____	
STUDENT DETAILS:	
Title (Mr/Ms/Miss): _____	Surname: _____
First name: _____	Middle Initial: _____
Date of Birth: _____	Age at 31 Dec 2011: _____
CONTACT DETAILS:	
Home Address: _____	Town/ Suburb & Postcode: _____
Home Phone: _____	Mobile: _____
Email: _____	
QTAC AND QSA DETAILS:	
QTAC Application No.: _____	QSA / IBF student LUI.: _____

As a nominee for a 2012 *TJ Ryan Memorial Medal and Scholarship*, I authorise the

- Queensland Studies Authority to provide details of my 2011 OP results and field position data
OR
 Queensland Tertiary Admissions Centre to provide a conversion of my IBF results to an OP

to the Department of Education and Training as an essential part of the assessment process for this award.

<i>Student to sign</i>	
Student's signature	Date
	/ /
<i>Parent/Guardian to sign as nominee is under 18 years of age</i>	
Parent's signature	Date
	/ /
Parent/Guardian's name (please print)	