

CONDITIONS OF ENTRY AND TOUR RULES

2017-18 Queensland Guest Teacher Program to Osaka, Japan

[PART C]

Who can enter?

- The applicant must be a registered teacher in a Queensland state school and teach Japanese language or hold a Japanese Language Proficiency Test rating of N4 or higher. The teacher must maintain that registration for the duration of the tour.
- Applications must be received by **5:00pm Monday 24 July 2017**. Late applications will not be accepted.

Entry procedures

- The applicant must submit a completed and signed Application Form [Part A] and Project Consent Form [Part B].

Judging criteria and process

- The selection panel may select participants based on Departmental strategic priorities which may include distributing opportunities for overseas travel evenly throughout the department's service delivery regions.
- The selection panel may select participants with consideration to the number of trips undertaken to Japan by the applicant in the previous three years.
- The decision of the selection panel will be final, no correspondence will be entered into after the results are announced and there is no appeal process.

The Tour

- The Department of Education and Training (DET) and Osaka Prefectural Government will meet the participants' tour expenses including economy air travel (including visa and airport taxes), travel insurance, accommodation and meals.
- Participants' personal expenses including excess baggage, passport costs, vaccinations and any excess payable for claims made against the travel insurance policy must be covered by the participants.

Other conditions

- Successful applicants must be prepared to feature in media and promotional activities - see Project Consent Form [Part B] which must be completed, signed and submitted at the time of entry. Applicants may revoke their consent at any time as per the provisions of the project consent form, however they may no longer be considered for the tour. If a selected chaperone revokes their consent, their participation in further aspects of the tour may be terminated by the department.
- At the department's discretion, the tour is subject to change in itinerary and/or cancellation in the event there are unforeseen circumstances, e.g. safety concerns. In the event a participant is denied a visa or passport, they will not be able to travel or may not be able to enter particular countries and will need to return home.
- Successful applicants must have a passport with validity of at least six months from January 2018. Successful applicants may organise the required passport when they are notified they have been selected as a participant.
- No responsibility will be taken for incomplete, late, misdirected, damaged or lost applications.
- The department reserves the right, at any time, to verify the validity of an entry or disqualify an application that is not in accordance with these conditions of entry.

- If you are successful you will be required to keep the department informed of any relevant changes to the information you have supplied (for example, if any of the contact details or medical information changes).
- The 2017-18 Queensland Guest Teacher Program to Osaka, Japan is not for the purposes of:
 - personal tourism by the participant prior to, in the middle of, or at the end of the tour
 - unsupervised independent side trips by the participant at any time
 - meeting with family and friends in the country they are visiting prior to, in the middle of, or at the end of the tour.

TOUR RULES FOR SUCCESSFUL APPLICANTS

Before the tour I agree:

- it is my responsibility to:
 - arrange and pay for a passport that is valid to at least July 2018 and ensure there are no restrictions on me travelling to the tour destination. Visa's if required will be arranged and paid for by the department
 - seek medical advice about and pay for any vaccinations
 - pay for any incidentals that may arise in connection with the 2017-18 Queensland Guest Teacher Program to Osaka, Japan (including excess baggage fees, personal expenses, any excess payable for claims made against the travel insurance policy, spending money)
 - arrange transfers to and from Brisbane (this is only applicable to participants located within reasonable driving distance to Brisbane. Participants' domestic flights will be paid for, where required)
- to supply a copy of my passport to the organisers upon request
- to supply the completed Medical Information and Acceptance of Liability for Medical Costs Form [Part E] when requested
- to promptly advise organisers of any changes to information supplied on Application Form [Part A] and any issues which may affect my participation in the tour (for example a change to my health, family situation, financial circumstances, employment, or a need for any special requirements or assistance on the tour)
- to comply with all reasonable requests by the organisers for any additional information or documentation for the purposes of organising the tour including but not limited to arranging and booking transport, insurance, tours and accommodation
- to participate in all pre-tour program briefings
- to assist in developing the detailed itinerary if required
- to run web conferences with participants if required (for example, the pre-departure cultural/safety and travel briefings)
- to undertake any necessary training.

Before the tour and for the duration of the tour I agree:

- my participation in the tour is dependent upon me:
 - remaining a registered teacher (full registration) employed at a Queensland state school
- that I will be representing Queensland on the 2017-18 Queensland Guest Teacher Program to Osaka, Japan. Therefore the department may revoke my selection for the tour before the tour commences, or terminate my participation after the tour has commenced, if:
 - I am subject to discipline by my employer
 - the department determines, in its absolute discretion, that I have been guilty of misconduct (*misconduct* means (a) inappropriate or improper conduct in an official capacity; or (b) inappropriate or improper conduct in a private capacity that reflects or would be likely to reflect adversely on the 2017-18 Queensland Guest Teacher Program to Osaka, Japan)
 - the department determines, in its absolute discretion, that I may pose an unacceptable risk to a participant's health, safety or wellbeing
 - I breach or do not comply with these tour rules
- if my participation in the program is terminated, I will be responsible for all costs from the time I am notified of the termination (including, for example, accommodation, transport and the cost of returning to Australia)

- that the department is not responsible for any loss or damages (including loss of income) suffered by me which is caused by or arises from me withdrawing from the tour or from organisers notifying me that my selection for the tour has been revoked or terminated.

On the tour I agree:

- I must comply with:
- the Queensland Government's Code of Conduct
www.psc.qld.gov.au/library/document/catalogue/equity-ethics-grievance/qps-code-conduct.pdf,
- the department's Standard of Practice www.education.qld.gov.au/corporate/codeofconduct/pdfs/det-code-of-conduct-standard-of-practice.pdf,
- The Guidelines for international travel for official purposes – Business and professional development
<https://oneportal.deta.qld.gov.au/EducationDelivery/international/InternationalTravel/Pages/Businessandprofessionaldevelopment.aspx>

After the tour I agree to:

- record my reflections of the tour in my post-tour survey and report
- follow the Department's guidelines regarding financial acquittal following international travel
- make presentations about the tour to schools and communities, if requested.

Please note that these tour rules may be updated if the need for additional or varied rules arises. If you are notified of any updates to the rules, you must follow the revised tour rules. The department is not responsible for any loss or damage if these tour rules are broken.