



Chaperone application

Global Student Program



Chaperone Program details

The Global Student Programs are a Department initiative where high performing Queensland high school students experience global immersion, school life, and visiting cultural and historical sites in various partner countries. Students will improve their language proficiency whilst connecting with students from around the world.

Program Selection

An opportunity exists for Queensland teachers to accompany the successful students as a Chaperone to be part of the Global Student Program, this will consist of a 'Lead Chaperone' and a 'General Chaperone'.

Please specify your program preference from 1 to 4 (1 being the most desired option and 4 being the least desired).

1 2 3 4

STEM Japan Program

close - 24 July 2024

travel - December 2024

Tokyo Experience Program (July)

close - 29 April 2024

travel - July 2024

1 2 3 4

STEM Taiwan Program

close - 31 July 2024

travel - December 2024

Shanghai Youth Camp

close - 10 May 2024

travel - July 2024

Saitama Student Program

close - 19 July 2024

travel - September 2024

Eligibility requirements

Chaperones must:

Reside in Queensland and be a registered teacher in a Queensland state school (including college and academy) and be a qualified language teacher and/or qualified teacher of STEM subject(s).

Be permanently employed at time of application and at time of program delivery.

Be an Australian citizen, permanent resident of Australia or a New Zealand citizen residing in Queensland, Australia.

Be willing to provide a doctor's certificate stating that they are in good physical and mental health and fit for international travel, in accordance with the terms of cover under the Group Medical Conditions (group policies) listed by GoSafe Travel Insurance.

Abide by the [International School Study Tours Supervising teacher agreement](#) and follow the [Code of conduct for the Queensland public service](#), and the DoE [Standard of Practice](#) which applies to supervising teachers while on the tour.

Disclose personal information where required for travel and health insurance purposes to ensure that adequate cover is purchased

Review and be willing to abide by the [Official International Travel for Business and Professional Development Procedure](#).

Be prepared to advise the Department of any changes that may affect participation (e.g. health, family or school issues).

Be willing to abide by the laws of the country visited.

Be willing to abide by the rules and conditions of the program including those of any host school / professional visits.

Be willing to participate in arranged activities.

Be available for onsite pre-departure and post-arrival chaperone duties if required

Be available to undertake pre or post tour chaperoning duties and attend an information session managed by Department of Education International.

Be available to travel within the program period. Most travel occurs during the school holiday period in June/July, September or December/January. Please check the Global Engagement website for more details.

Hold (or be willing to obtain) a current and valid passport with validity of at least six months from return to Australia. Submit application by 5:00pm on the closing date.

Conditions of entry and program rules

Who can enter

- The applicant must be a registered teacher in a Queensland state school and must maintain that registration for the duration of the program.
- The applicant must be an Australian citizen, a permanent resident of Australia, or a New Zealand citizen residing in Australia.
- Applications must be from individuals and not groups.
- The applicant must be permanently employed at time of application and will continue to be at time of program delivery.

How to apply

Applications must be received by **by 5:00pm on the closing date of your preferred program** (*see Program selection on page 2 of this form*). All applicants will be advised by email in regards to successful and unsuccessful submissions. Late applications **will not** be accepted.

Entry Process

Applicants must submit the following:

- An electronic copy of the completed and signed Chaperone Application Form [Part A]; and
- An electronic copy of the completed and signed Project Consent Form [Part B]

Entries that do not include all the above components will not be considered. Email the signed documents to global.engagement@qed.qld.gov.au

Selection criteria and process

The selection panel may select chaperones based on the Department of Education's strategic priorities. This may include distributing opportunities for overseas travel evenly throughout the Department's service delivery regions. The selection panel may select chaperones with consideration to the number of professional programs undertaken by the applicant in the previous three years.

The panel's decision is final and individual feedback to applicants will not be available.

Program expenses

The Department will cover the chaperones' program expenses including airfares (international and domestic), visa, airport taxes, travel insurance, accommodation and most meals.

Chaperones' personal expenses including excess baggage, passport, vaccinations and any excess payable for claims made against the travel insurance policy must be covered by the chaperones.

Other conditions

- The Chaperone Application Form [Part A], Project Consent Form [Part B], and Chaperone Conditions of Entry and Program Rules all form part of the Chaperone Application Pack.
- Successful applicants may feature in media and promotional activities - see Project Consent Form [Part B] which must be completed, signed and submitted at the time of applying. Applicants may revoke their consent at any time, as per the provisions of the Project Consent Form.
- Applicants may apply for multiple programs however, can only be approved to travel once per calendar year. The program cannot be exchanged and is not redeemable for cash.
- At the Department's discretion, the program is subject to change or cancellation.
- Successful applicants must have a passport with a minimum validity of six months after the anticipated return date of the program.
- 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.
- The program is not for the purposes of:
 - › personal tourism by the applicant prior to, in the middle of, or at the end of the program; or
 - › visiting family and friends in the country they are traveling.

Program rules for successful chaperones

If you are selected as a successful applicant for this program, you will be required to undertake the following:

Before the program I agree to:

Obtain a passport with a minimum validity of six months after the anticipated returned date of the program and ensure there is no restriction on travelling to the destination.

Pay for all incidentals that may arise in connection with the program (including but not limited to - excess baggage fee, spending money, personal mobile phone charges, and personal purchases).

Supply a completed Chaperone Medical Information and Authorisation Form when requested.

Provide a 'Fitness to Travel' Medical certificate from my General Practitioner which will need to state:

› 'Participant name and date of birth' is in good physical and mental health, and fit for international travel. I have listed below any medication being taken by the participant.

OR - if you have a pre-existing medical condition

› 'Participant name and date of birth' is in good physical and mental health, and fit for international travel and I do not foresee why they should require any medical treatment for their pre-existing medical condition whilst overseas. I have listed below any medication being taken by the participant.

In accordance with the terms of cover under the Group Medical Conditions (group policies) listed by the [GoSafe Travel Insurance](#), inform the organisers if my health changes such that I am not medically fit to travel.

Confirm receipt of visa (if required) at least four weeks prior to the confirmed departure date.

Promptly advise the Department of any changes to information supplied on the Chaperone Application Form [Part A] and any issues which may affect participation in the program (for example, a change to health, family situation, financial circumstances, school, or a need for any special requirements or assistance on the program).

Comply with all reasonable requests by the Department for any additional information or documentation.

Participate in all pre-program briefings.

Be available to undertake pre-departure and post-arrival chaperoning duties

Assist in developing the detailed itinerary if required.

Run web conferences with participants (including the pre-departure cultural, safety and travel briefings).

Have my selection in the program revoked if:

- › I do not comply with the Conditions of Entry and Program Rules
- › I do not provide a "Fitness to Travel" Medical Certificate. In accordance with the terms of cover under the Group Medical Conditions (group policies) listed by the [GoSafe Travel Insurance](#)
- › I do not have, and maintain behaviour that is satisfactory to the Department
- › I am unable to obtain the necessary passport/visa
- › I resign, or my employment at a Queensland state school is terminated
- › The Department is unable to obtain an appropriate level of travel insurance coverage for me ('appropriate' will be determined by the Department in its absolute discretion).

The Department is not responsible for any loss or damage to persons or property if my selection for the program is revoked.

During the program I agree to:

Abide by the [International School Study Tours Supervising teacher agreement](#) and follow the [Code of conduct for the Queensland public service](#), and the DoE [Standard of Practice](#) which applies to supervising teachers while on the tour.

Maintain a safe and respectful learning environment for all students participating on the program.

Comply with all laws of the host country and represent the Department as an ambassador for Queensland demonstrating maturity, leadership and a willingness to learn at all times.

Accept that the Department is not responsible for any loss or damage if I am sent home in accordance with these rules.

After the program I agree to:

Record my reflections of the program in my post-program report.

Make presentations about the program to my school community if requested.

Participate in all post-program briefings and complete a survey about the program.

Provide all travel-related receipts to complete the international travel report and other expenses claims in accordance with the [Official international travel for business and professional development procedure](#).

Please note; that these 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 program rules. The Department is not responsible for any loss or damage if these program rules are broken.

All information contained within this publication is correct at the time of printing. DEi reserves the right to alter or cancel any program, conditions or administration requirements without prior notice.

Enquiries:

T: 07 3513 5737 **E:** global.engagement@qed.qld.gov.au

Role of the chaperone

- Where two or more chaperones are required, there will be one **lead** chaperone and one **general** chaperone appointed.
- **General Chaperone** - duties may include: pre-program activities; preparing program documentation; student and parent liaison; student welfare; information technology tasks; post-program activities. The General Chaperone will be overseen by the Lead Chaperone.
- **Lead Chaperone** – duties as per the General Chaperone, with additional responsibilities including: travel advance management; financial acquittal; lead liaison with international partners and departments; media-related requests; risk-management during the program. The Lead Chaperone will have previous experience in leading student tour.

Chaperones will:

- Be courteous to and respectful of supervising staff, other chaperones, student participants, program guides, transport and accommodation providers and all other persons involved in the program.
 - Be considerate of the general public at all times and respect local customs and values.
 - Maintain positive, professional relationships with supervising staff and chaperones participating in the program and should follow all lawful directions of the lead chaperone and be punctual at all times.
 - Encourage student participation in all activities.
 - Note the departure of students from the group and their return and conduct regular roll calls.
 - Attend all arranged meetings and meals of the program (e.g. each morning, to receive information and instructions regarding the day's activities).
 - Adhere to the laws and lawful directions of local authorities, such as police and military, at all times in the country/ies visited during the program.
 - Abide by the the [International School Study Tours Supervising Teacher Agreement](#).
 - Not engage in behaviour that a reasonable person would consider inappropriate and provide a model of good behaviour for the students to follow.
- Note:** that it may not be appropriate to use digital devices at specific times such as at monuments of cultural significance or in places of religious significance. In cultures where covering is part of the culture, the taking of photos without permission is considered highly insulting. Close up photos of any individuals or small groups must only be taken with the express permission of the subjects in the photo.

Chaperones duties:

- Dedicate personal time and participate in the pre and post departure briefs to coordinate various components of the program. Duties will include: assisting in developing the detailed itinerary, running web conferences with participants (including the pre-departure cultural, safety and travel briefings), developing and maintaining relationships with the selected students, undertaking any necessary training, and demonstrating the necessary information technology skills to fulfil the duties as a chaperone.
- Assist in the shortlisting process of the student applications.
- Be available for onsite pre-departure and post-arrival chaperone duties on the dates advertised for the program as required.
- Undertake various chaperone's tasks, including: taking group photos, communicating with students and parents, preparing presentations, running group activities etc.
- The health, safety, well-being, and security of the students participating in the program for the full duration of the program, at all times.
- Support students at all times, and refrain from unnecessary physical contact with the students.
- Act in the best interests of the students at all times.
- Obtain and consent to medical treatment for students (in the event this is required).
- Administer first aid or medication to a student or assist a student to administer their medication.
- Consider the varying maturity and ability levels of students during all program activities.
- Ensure the students under their supervision understand the standards of conduct expected of them for the duration of the program.
- Apply the agreed (as agreed by the chaperones) disciplinary consequences to students who breach the Queensland Code of School Behaviour. Such consequences should be administered fairly and consistently.

Airport

- Take responsibility for the safe keeping of personal passports, visas and other travel documentation whilst in transit in a passport wallet/lanyard (supplied by the Department) which is to be worn around participants necks.
- Keep a photo-copy of all student's passport information in a location separate to their own passport. Destroy passport information on return to Queensland. Lost documents must immediately be reported to the DEi Project Officer.
- Ensure that students do not leave the program group unless accompanied by two or more members of the program, or with a chaperone. Track departures of students in the group and ensure all students are accounted for when boarding or leaving.
- Ensure that the group is ready in a timely fashion and have appropriate documentation to board all flights.
- Remind students to wear their supplied lanyard and name tags.

Buses/cars/boats/planes/bicycles

- Ensure that all students' board buses / boats / planes at the appropriate times and all students' wear seatbelts, life jackets (if directed to) and safety helmets when/if provided and behave appropriately whilst travelling.

Touring

- Avoid taking students of the opposite gender to the restroom or engaging in situations that might be challenging to justify, unless it's an emergency and there's no chaperone of the same gender available. In such cases, chaperones will escort the student to the restroom but won't enter.
- Avoid where possible, entering the rooms of students who are alone.
- Must seek the permission of the lead chaperone, and provide details of their plans, if they wish to take their chaperone group outside of the set itinerary (e.g. shop to purchase snacks).

Health/wellbeing/safety

- Hold a current first aid certificate (including CPR).
- Provide a doctor's certificate stating that they are in good physical and mental health and fit for international travel in accordance with the terms of cover under the Group Medical Conditions (group policies) listed by GoSafe Travel Insurance.
- Stay near students with severe food allergies during all meals and be ready to administer first aid if necessary.

Chaperone applicant form

[PART A]

How to apply

Complete this form electronically with hard copy signatures (digital signatures are not accepted).

Save it to your computer and complete using Adobe Reader
(free download available at - get.adobe.com/reader).

Remember to save your application when complete.

Print and ensure all sections are signed and checklists completed.

Scan and email to global.engagement@qed.qld.gov.au
by the due date.

Privacy Statement: The Department of Education (the Department) is collecting the personal information you provide on this form for the purpose of administrating the Global Programs. Your personal information will only be accessed by authorised employees within the Department, supervising staff and chaperones of the program. Your personal information will be used by the Department to communicate with you, for planning and organising the program, obtaining flights and travel insurance, making arrangements to cater for special requirements (where possible) and to assist the Department and chaperones to fulfil their duty of care. Should you wish to update your personal information, you may submit a request to the Department at global.engagement@qed.qld.gov.au. Some of your personal information will be disclosed to insurance organisations, tour operators, airlines, travel companies, accommodation providers, international partner organisations and other external parties involved in providing services to the group as part of the program. During this process, your personal information may be transferred overseas. Relevant personal information will be given to medical professionals in the event you require medical attention on the program or while in the care of the Department. At the end of the program, your personal information and associated data is stored securely by the Department on servers that are located on shore in Australia. Your personal information will be managed in accordance with the Information Privacy Act 2009. The Department's Privacy Policy can be found at: <https://www.qld.gov.au/legal/privacy>. The department will only use your personal information collected for the purposes stated above and it will not be used or disclosed otherwise, unless you provide permission or if authorised or required by law. If you have any questions or concerns about the collection, storage, use or disclosure of the information, please contact Global Engagement on (07) 3513 5737.

Section 1

Applicant details (the applicant) as per your passport or birth certificate

Surname

Given name/s

Date of birth

Gender

Home address

Town/suburb/city

Post code

Mobile phone

Home phone

School email

Address

Alternate email address

Citizenship

Australian citizen

Australian permanent resident

Ne New Zealand citizen residing in Australia

Please note, the Department may request more information regarding your residency status.

Yes

Do you have a current passport with a minimum validity of six months after the anticipated return date of the program?

No

I agree to apply for my passport upon notification of selection

Section 2

School details - The Queensland school you are currently teaching at

Region

Name of school

School address

Town/suburb/city

Post code

School phone

Teacher of
(list subjects)

Teaching
specialisation/s

Queensland
College of Teachers
Registration Number

Department
of Education
Employee ID (if applicable)

Employment type
Permanent
Temporary/Contact - If yes, please provide details below.

Contract dates of
employment

Do you have a current exemption card from the Queensland Public Safety
Business Agency (please refer to: <https://www.bluecard.qld.gov.au/education-and-care-services-and-similar-employment/index.html>)

Yes (please attach a copy)
No, I agree to apply for an exemption card if I am
selected for the program.

Student Protection Training: Yes I completed training on
No, I agree to complete the training one month prior to the departure date.

First aid training (inc. CPR): Yes
No, I agree to obtain my first aid certificate if I am selected as a chaperone for the
program. Training one month prior to the departure date.

Please indicate which chaperone role/s you would like to be considered for:

General Chaperone Lead Chaperone

Please note additional specific chaperone roles will be allocated based on skills. You may select one or both options.

Below is a summary of the type of additional duties chaperones will be responsible for:

- **General Chaperone** - Duties may include: pre-program activities; preparing program documentation; student and parent liaison; student welfare; information technology tasks; post-program activities. The General Chaperone will be overseen by the Lead Chaperone.
- **Lead Chaperone** – Duties as per General Chaperone, with additional responsibilities including: travel advance management; financial acquittal; lead liaison with international partners and departments; media-related requests; risk-management on program. The Lead Chaperone will have previous experience in leading student programs.

Section 3

Language

Other than English what other language/languages do you currently speak or study? If not a native language speaker how long have you studied each language? Please indicate your language proficiency for each language.

Language

Language

Language

Duration

Duration

Duration

None at all

None at all

None at all

Basic (I can introduce myself and ask and answer simple questions)

Basic (I can introduce myself and ask and answer simple questions)

Basic (I can introduce myself and ask and answer simple questions)

Medium (I can understand much of what is said and what I read, but my responses are often not fluent and/or grammatically correct)

Medium (I can understand much of what is said and what I read, but my responses are often not fluent and/or grammatically correct)

Medium (I can understand much of what is said and what I read, but my responses are often not fluent and/or grammatically correct)

Fluent (I can understand most of what is said and what I read, and my responses are generally fluent and/or grammatically correct and complex)

Fluent (I can understand most of what is said and what I read, and my responses are generally fluent and/or grammatically correct and complex)

Fluent (I can understand most of what is said and what I read, and my responses are generally fluent and/or grammatically correct and complex)

State your willingness to use your language skills to communicate during the program. (Response 100 words minimum – 300 words maximum).

Section 4

Motivation for applying

Please detail how this opportunity will build your capability and impact your professional development and career future.

(Response 100 word minimum - 300 word maximum)

Please detail how this opportunity will impact your students, your school community and your wider community.

(Response 100 word minimum - 300 word maximum)

Section 5

Chaperone experience

Please outline what you think are key responsibilities for chaperones when accompanying students overseas. You may outline how you have undertaken the task previously including past chaperoning experience for both domestic and international travel. Please include details of chaperone experience such as program, school name, location, duration, dates, etc.

(Response 100 words minimum – 300 words maximum).

Section 6

Professional and personal travel experience

Provide details of your relevant past domestic and international travel experiences, specifying the year, location, purpose, and duration. This should encompass travel for business, leisure, and any chaperoning activities.

(Response 100 words minimum – 300 words maximum).

Section 7

Recent professional development

Outline any professional development you've undertaken and/or delivered over the last five years outside the mandatory all-staff training, which is appropriate and relevant to this opportunity.

(Response 100 words minimum – 300 words maximum).

Section 8

Principal Statement - Approval for travel and participation in the program

Statement of support for teacher's application

As the principal, you must disclose all information known to you that is relevant to the applicant's ability to undertake the responsibilities and duties of the chaperone and to the work history of the applicant. The applicant will be representing Queensland and will be responsible for the health and welfare of the students. In providing your endorsement for this application, please consider the teacher's experience, knowledge and contribution to your school community. Include your knowledge of the teacher's:

- empathy, humility and ability to provide pastoral care to a group of students
- intercultural awareness and a passion for global citizenship
- significant leadership qualities
- openness and confidence to explore new ideas and experiences
- self-discipline and resilience
- ability to represent Queensland when dealing with international partners
- desire to undertake professional development for future career opportunities

If relevant information about the applicant comes to your attention after you have supplied this endorsement, or you are aware of any issues that may prevent this applicant from successfully participating in this program, you are obliged to promptly provide this information to:

global.engagement@qed.qld.gov.au

Full name

Mobile phone

School email address

Date

Principal's signature

Principal to provide own comments here. (Response 50 words minimum – 200 words maximum).

Section 9

Applicant consent

By signing below, the applicant declare:

I have read, understood and accept the Privacy Statement in this Chaperone Application Form.

I have read, understood and signed the Project Consent Form [PART B].

I have read, understood and agree to the Conditions of Entry and Program Rules and, if selected for the program, agree to comply with these rules.

I am an Australian citizen, permanent resident of Australia, or New Zealand citizen residing in Australia.

Abide by the [International School Study Tours Supervising teacher agreement](#) and follow the [Code of conduct for the Queensland public service](#), and the DoE [Standard of Practice](#) which applies to supervising teachers while on the tour.

I understand that any breach of these rules may result in my employer being informed and the employer may decide to take further action.

I am permanently employed at time of application and will continue to be at time of program delivery.

I am available to travel on the dates advertised for the program and agree to participate in briefings and activities pre- and post- program as required.

I am willing to obtain a "Fitness to Travel" medical certificate when requested.

I will, in accordance with the terms of cover under the Group Medical Conditions (group policies) listed by the [GoSafe Travel Insurance](#), inform the organisers if my/the applicants health changes such that I am/the applicant is not medically fit to travel.

All information provided in this Chaperone Application Form [Part A] is true and correct.

Applicant signature

Date

Applicant name

Project consent form

[PART B]

Dear Teacher

Date

Introduction to the Project Consent Form (attached)

This letter is to inform you about how the Department of Education (department) will use, record and disclose your or your child's personal information and material. It outlines:

- what information we record; and
- where and how we will use the materials.

Examples of personal information, which may be used and disclosed (subject to consent), include part of a person's name, image/photograph, voice/video recording or year level.

Materials that are created by you or your child, whether as an individual or part of a team, may be replicated in full or modified for purpose. This includes copyright material, including written, artistic or musical works, video or sound recording created in connection with the project.

Personal information may include identifying each person who contributed to the creation. The material and personal information may also represent Indigenous knowledge or culture.

Purpose of the consent

This Project Consent Form relates to

The Global Student Programs are a Department initiative where high performing Queensland school students experience global immersion, school life, and visiting cultural and historical sites in various partner countries. Queensland teachers will accompany the successful students as a Chaperone to be part of the Global Student Programs.

It is the department's usual practice to take photographs or record images and occasionally to publish limited personal information and materials for the purpose of promoting Queensland education.

To achieve this purpose the department may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below. The department may also use images on a range of materials including (but not limited to) advertising, marketing materials, presentations and publications.

Because of this, the Project Consent Form provides consent for personal information and a licence for materials to be published online or in other public forums.

The department holds images in its Digital Asset Management Library and these may be used by the Queensland Government to promote a range of initiatives.

The department needs to receive consent in writing before it uses or discloses an individual's personal information or materials in a public forum. The attached form is a record of the consent provided.

Voluntary

It is your choice whether to give consent.

Consent may be withdrawn

Consent may be withdrawn at any time by you.

If you wish to withdraw consent please notify the departmental contact in writing (whether by email or letter). The department will confirm the receipt of your request if you provide an address.

The department will endeavour to take down content that is in its direct control; however, published information and materials cannot be deleted and the department is under no obligation to communicate changes to consent with other entities/ third parties.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images and materials), to be deleted or restricted from use once published.

Media sources used

The department will publish images and materials on a range of social media, websites and traditional media sources subject to your consent. Please see the following webpage for a full list of sources where the project may be published.

<https://education.qld.gov.au/parents-and-carers/parent-participation/useimages-recordings>

Duration

The consent is ongoing unless you decide to withdraw your consent.

Who to contact

If you have any questions or wish to withdraw consent please contact global.engagement@qed.qld.gov.au.

Please retain this letter for your records and return the signed consent form.

Global Engagement, Department of Education International

Project consent form

1. Identify the person to whom the consent relates (including individuals)

Parent/carer to complete for students under 18. Independent students may complete on their own behalf and if under 18 a witness is required. Otherwise, the consentor is to complete.

Full name

Date of birth

2. Personal information and materials covered by this consent form

a. **Personal information** that may identify the person in section 1:

No name First name Full name

▶ Image/photograph ▶ School Name ▶ Recording (voices and/or video) ▶ Year level

b. **Materials** created by the person in section 1:

▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image

▶ Software ▶ Music score ▶ Dramatic work

3. Approved purpose and timeline for consent

If consent is given in section 4 of the form below:

- The personal information and materials (as detailed in section 2) will be recorded, used and/or disclosed (published) by the school, Department of Education (DoE) and the Queensland Government for the following purposes (the approved purpose):
 - ▶ any activities engaged in during the course of the project, as described in the attached letter, or purposes of public relations, promotion, advertising, recruitment advertising, presentations, publications, displays, media, promotional, marketing and communication materials and commercial activities concerning the Project.
- The personal information and materials (as detailed in section 2) will be disclosed (published) for the approved purpose via social media, online or in printed or other forms of media as set out at <https://education.qld.gov.au/parents-and-carers/parent-participation/use-images-recordings>, including: any purpose, commercial or otherwise, required by operators of the websites as a condition of uploading the personal information or materials; and transfer of the personal information outside of Australia in the course of the operation of the website.

Consent is ongoing unless it is withdrawn as outlined in the attached letter.

4. Consent and agreement to record the consent please sign the top of the following page

▶ CONSENTER – for the person giving consent

I am (tick as applies):

parent/carer of the identified person in section 1

the identified person in section 1 (if an individual, independent student, teacher or volunteer)

recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to DoE recording, using and/ or disclosing (publishing) the personal information and materials identified in section 2 for the approved purpose as detailed in section 3.

I acknowledge that I will not be paid for giving this consent nor will a payment be made for the use of personal information or material.

By signing, I also agree that this Project Consent Form is a legally binding and enforceable agreement between the consentor, the department and the State. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify DoE of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person, in section 1 as an author or performer of the licensed, materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Project consent form

Name of student

Name of individual/consenter

Signature or mark of individual/consenter

Date

Signature or mark of student (if an independent student)

Date

Special circumstances

In many circumstances only the above signatures are necessary. However there may be special circumstances that could apply. Examples include where the form is required to be read out (whether in English or in an alternative language or dialect). Another occasion may be where the consenter is an independent student and under 18.

► WITNESS – for consent from an independent student or where the explanatory letter and Project Consent Form were read.

I have witnessed the signature of an independent student, or that the accurate reading of the explanatory letter and the Project Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Name of witness

Signature of witness

Date

► Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and Project Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the Project Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and Project Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily. A copy of the explanatory letter has been provided to the consenter.

Name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the individual's personal information. The information will be used and disclosed by authorised departmental employees for the purposes outlined on the form and may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please use the contact details identified in the Introduction to the Project Consent Form.