



Student application

Global Passport: Explore the world in 5 days



Program overview

The Department of Education International (DEi) in partnership with Griffith University is pleased to offer a 5-day online program during the January school holidays, designed to build global competence and bring the world to Queensland students from the comfort of their home.

Specifically aimed at Years 4 to 6 students in Queensland, this immersive opportunity will provide students with the chance to virtually 'travel' to different countries. Each day, students will experience different cultures through interactive activities, basic language learning, and the exploration of diverse topics, including food, art, daily life, cultural traditions and landmarks.

Program details

Dates: 13-17 January 2025

Years: 4 - 6

Delivery mode: Online via Microsoft Teams

Time: Sessions run for a duration of 1.5 hours daily over 5 consecutive days*

Application closing date: 6 December 2024

Eligibility requirements

Students must:

Reside in Queensland and be a full-time student in Years 4-6 at a Queensland state school (college or academy).

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

Have an interest in learning about the cultures and languages of other countries.

Have access to a stable internet connection, PC, laptop or tablet, headset/headphones (with microphone) and a webcam.

Submit a letter of endorsement from a teacher (this can be in the form of an email or written letter and should detail behaviour and work habits).

*Students will be informed of their session times prior to course commencement, however, will need to have full availability during the 5 days to ensure they can participate in their allocated session time.

A limited number of funded places are available.

To register your interest, please complete and email a PDF copy of this form together with an endorsement from a teacher to Global Engagement by Friday, 6 December 2024 via global.engagement@qed.qld.gov.au. Please include applicant's full name in the email subject line.

For all other enquiries, please contact the Global Engagement team via global.engagement@qed.qld.gov.au or alternatively on 07 3513 5737.

Student 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 - <https://get.adobe.com/uk/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: 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 Passport: Experience the World in 5 Days Holiday Program (the program). The personal information of yourself and the applicant will only be accessed by authorised staff within the department. The personal information of yourself and the applicant will be used by the department to communicate with yourself and the applicant and for planning and organising the program. Dependent on which email service provider you use, communication via your nominated email address may result in your information being transferred overseas. Should you wish to update the personal information of yourself or the applicant, you may submit a request to the department at global.engagement@qed.qld.gov.au. Some of the applicant's personal information being their full name and departmental student email address will be disclosed to Griffith University, who are offering the program in partnership with the department. Griffith University is a separate entity from the department and their Privacy Policy can be found at: <https://www.griffith.edu.au/about-griffith/corporate-governance/plans-publications/griffith-university-privacy-statement>. At the end of the program, the personal information of yourself and the applicant and associated data is stored securely by the department on servers that are located on shore in Australia. The personal information of yourself and the applicant will be managed in accordance with the Information Privacy Act 2009 (Qld). The Queensland whole of Government Privacy Policy can be found at: <https://www.qld.gov.au/legal/privacy>. The department will only use the personal information of yourself and the applicant collected, for the purposes stated above and it will not be used or disclosed otherwise, unless you provide consent 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 Student details (the applicant)

| | |
|------------------------------|--------------|
| Surname | Given name/s |
| Student school email address | |
| Current school | |
| School year | |

Section 2 Parent/Guardian Details

| | |
|-----------|---------------------------|
| Full name | Mobile phone |
| Email | Relationship to applicant |

Section 3 Course selection

If you could choose one country to visit in this program, which would it be? What are you most excited to learn about its culture?

Section 4 Availability requirements (please tick Yes or No box below)

Sessions will run daily for approximately 1.5 hours, allocated session times will be confirmed prior to commencement. However, students will need to be available to attend any allocated session between 9:00 am and 2:30 pm.
Courses run subject to sufficient applications being received.

I confirm I have full availability for 13 - 17 January 2025

I do not have full availability for 13 - 17 January 2025

Section 5 Technical requirements, do you have access to the following:

| | | |
|---|-----|----|
| Reliable internet connection | Yes | No |
| PC, Laptop or Tablet | Yes | No |
| Headset (or headphones with microphone) | Yes | No |
| Webcam | Yes | No |

Please utilise the space below to inform us of, if any, special considerations that may impact your / your child's learning and participation in this course

Section 7 Parent/Guardian consent

By ticking the boxes below, the applicant and parent/guardian declare:

I acknowledge the time requirement and agree to my child participating in this program

I accept that participation in the online Global Passport: Experience the world in 5 days Program is subject to availability and sufficient applications received

I understand that any unexplained absences, may result in removal from the program and the payment of course costs.

I have signed and attached the Project Consent Form for my child (please see Attachment 1 below)

I have attached an endorsement from my child's teacher

I have read and understand the privacy statement as stated on page 2

Student signature

Date

Parent/Guardian
signature

Date

Project consent form **[PART B]**

Dear Parent/Guardian/Student

Date

Introduction to the Project Consent Form (attached) for the Department of Education international (DEi) - Global Passport: Experience the World in 5 Days Program.

This letter is to inform you about how the Department of Education international 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 DEi - Global Passport: Experience the World in 5 Days Program.

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.

GE, DEi

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 consent is to be completed.

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.

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.