



Student application

# Saitama Global Student Program



# Acknowledgement of country

We acknowledge the Traditional Owners of the lands, seas, skies and waterways from across Queensland. We pay our respect to the Elders, past, present and emerging, for they hold the memories, traditions, the culture and hopes of the Aboriginal and Torres Strait Islander peoples across the state.

A better understanding and respect for Aboriginal and Torres Strait Islander cultures develops an enriched appreciation of Australia's cultural heritage and can lead to reconciliation. This is essential to the maturity of Australia as a nation and fundamental to the development of an Australian identity.

# Program overview

The Saitama Prefectural Government and the Queensland Department of Education (the department) have partnered to provide an opportunity for Queensland state high school students studying Japanese language to travel to Saitama for 2-weeks to experience Japanese culture, school life and improve language skills.

## Program details

- Open to Queensland students enrolled in Year 11 at a Queensland state school (college or academy) and studying Japanese language.
- Final itinerary and details will be provided in an online information session, which the successful students and their families are required to attend.
- Students will receive return economy class airfares to Japan, travel insurance, accommodation (homestay), tuition fees, most meals and visa (if required).
- 2 teacher chaperones will accompany the group for the duration of the program.
- Students must have parental/guardian consent to submit an application.
- Student applications need to be submitted via the school and only 2 student applications per school will be accepted.

# Eligibility requirements

## Students must:

Reside in Queensland and be a full-time Year 11 student at a Queensland state high school (college or academy).

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

Be studying the Japanese language as part of their schooling, and have an intent in continuing with the study and use of Japanese language.

Not speak Japanese as a first language or be the primary language at home.

Wish to improve their Japanese cultural knowledge and language through in-country immersion.

Be willing to participate in all activities.

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](#).

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

Have (or be willing to obtain) a current and valid passport with at least 6 months' validity from the date of return to Australia.

Possess the emotional ability and resilience to be immersed in another culture and language while in homestay, at school and within the program.

Abide by the [International School Study Tours Student participant agreement](#) and follow your school's Code of Conduct which applies to students during the tour, under the care and control of supervising teachers and volunteers.

Be willing to abide by the laws of the country they visit.

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

Be willing to appropriately represent Queensland as a student ambassador.

Be available to travel in September 2024.

## Please note:

Preference is given to students who would otherwise not have the opportunity to experience another culture in an international environment.

# Conditions of entry and program rules

## How students enter

Applications must be received by 5:00 pm on the closing date. All applicants will be advised by email in regards to successful and unsuccessful submissions. Late applications **will not** be accepted.

## Entry process

Students must submit:

- an electronic copy of the completed and signed Student Application Form [PART A].
- an electronic copy of the completed and signed Project Consent Form [PART B] (must be signed by the student and parent/guardian).
- an electronic copy of the applicant's most recent school report card for all subjects.

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

## Selection criteria and process

Applications will be assessed by a selection panel comprising of department employees and external language professionals. The panel will review all applications and determine the successful applications based on their responses to the questions in the application form, endorsements from language teachers and principal, and in alignment with, the department's *Equity and Excellence: realising the potential of every student* strategy. All applicants will be advised by email in regards to successful and unsuccessful submissions. The panel's decision is final and individual feedback to applicants will not be available.

## Other conditions

- The Student Application Form [PART A], Conditions of Entry and Program Rules and Project Consent Form [PART B] all form part of the student application pack and must be completed in full to be eligible for selection.
- Successful applicants may feature in media and promotional activities (including providing photos, testimonials, reports etc.) - see Project Consent Form [PART B] which must be completed, signed and submitted at the time of application. Entrants may revoke their consent at any time, as per the provisions of the Project Consent Form.
- The program cannot be exchanged and is not redeemable for cash.
- At the department's discretion, the program is subject to change or cancellation.
- 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.
- This program is not a student exchange program provided under the National Guidelines for Student Exchanges and is not quality assured by the relevant state registration authority.

# Program rules for successful applicants

## Before the program I agree to

Obtain a passport with a minimum of 6 months validity after the anticipated program return date to Queensland and ensure there are no restrictions on my travelling to the destination.

Seek medical advice about and pay for required vaccinations.

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

Provide a 'Fitness to Travel' Medical certificate from my General Practitioner which is required to state:

- 'Participant name and date of birth' is in good physical and mental health, and fit for international travel.  
or - if a participant has 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 he/she should require any medical treatment for his/her pre-existing medical condition whilst overseas. I have listed below medication being taken by the participant

Supply a completed Acceptance of Participation Form when requested.

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

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

Ensure the department has up-to-date contact details for me and my parent(s)/guardian(s) at all times.

Participate in all program briefings.

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

Have my selection in the program revoked if:

- I do not comply with the Conditions of Entry and Program Rules
- I am suspended or excluded from school
- I do not maintain a school attendance and behaviour record that is satisfactory to the department
- I am unable to obtain the necessary passport/visa.

I understand that the department is not responsible for any loss or damage to persons or property if my selection for the program is revoked.

## On the program I agree to

Abide by the [International School Study Tours Student participant agreement](#) and follow your school's Code of Conduct which applies to students during the tour, under the care and control of of supervising teachers and volunteers.

Have information provided to my parents/guardians about me, including (but not limited to) my behaviour on the program and any health or wellbeing issues or concerns.

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.

## After the program I agree to

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

Make presentations about the program if requested by the department.

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

**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 not adhered to.

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

### Enquiries:

**T:** 07 3513 5737    **E:** [global.engagement@qed.qld.gov.au](mailto:global.engagement@qed.qld.gov.au)

# 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](mailto: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 administering the Saitama Global Student Program (the program). 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](mailto: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 as 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) 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

Student school email  
address

Alternate email  
address

Citizenship

Australian citizen

Australian permanent resident

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 1 - continued

### Parent/Guardian 1

Full name

Mobile phone

Email

Relationship to applicant

Home address

Town/suburb/city

Post code

### Parent/Guardian 2

Full name

Mobile phone

Email

Relationship to applicant

Home address

Town/suburb/city

Post code

## Section 2

### School details - The Queensland school you are currently attending

Name of school

School address

Town/suburb/city

Post code

School year

School phone

## Section 3

### Motivation for applying

What is your motivation for applying, and what do you hope to gain from your experience within the program?  
(Response 100 words minimum - 300 words maximum)



## Section 4

### Studies

Please indicate your proficiency in any language other than English, including: your first language (if not English) and any additional language you are learning or have learnt. Please provide details below.

Language

First language speaker

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)

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)

Language

First language speaker

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)

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)

Language

First language speaker

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)

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)

Describe some of the communication strategies you will use during the program.  
(Response 100 words minimum – 300 words maximum).

#### Why have you pursued your language studies?

Outline your commitment, now and in the future, to these studies (this may include extra-curricular activities, awards, outstanding achievements, further study of language / tertiary education and/or specific career path that includes language).

(Response 100 words minimum – 300 words maximum)

### Adapting, adjusting and sharing

Describe some strategies you may use during the program to adapt to the environment. Consider some other challenges you may encounter outside of language and communication, along with the following:

- Being immersed in a different culture
  - Being in a different country
  - Being immersed in a different language
  - Meeting new people
  - Attending a new school (if applicable)
  - Homesickness
  - Culture shock
  - Integrating into the community
  - Living with a family you don't know (if applicable)
- (Response 100 words minimum – 300 words maximum)

Program participants are expected to embody the following qualities: respect, honesty, self-discipline, cooperation, and resilience. How do you encompass these qualities and why do you feel you are well suited to represent Queensland as a 'young ambassador'?

(Response 100 words minimum – 300 words maximum)

How would you share your learnings with your school/community upon your return?

(Response 100 words minimum – 300 words maximum)

## Section 6

### Travel experience

Have you previously travelled overseas?      Yes      No

If yes, please provide details (including - location, duration, dates, leisure or visiting family)

Dates of travel

Duration of travel

Location of travel

Travel purpose      Family holiday      Leisure      Education / study      Business

## Section 7

### Endorsement by language teacher

Endorsement for student's application. Please reference student's suitability, class performance, behaviour, maturity and language level.

**For example:** Does the student cooperate with teachers and interact well with other students? Will the student be a suitable Ambassador for Queensland and demonstrate maturity, leadership and a willingness to learn at all times? Will the student participate fully in the program?

Full name

Mobile phone

School email address

Date

Teacher's signature

Teacher to insert own comments here. (Response 100 words minimum – 200 words maximum).

## Endorsement by principal

### Endorsement of student's application

Include your knowledge of student's ability to develop or possess:

- significant leadership skills
- confidence and open-mindedness to explore new ideas and experiences
- self-discipline and resilience
- humility, ambassadorship and high standard of behaviour
- a desire to continue the study of language for future career opportunities
- no known health plans or concerns that would impact program participation.

### Principal's obligations:

- Principal must identify and declare potential conflict of interest for the nominee(s).
- Principal must advise if any disciplinary action has been taken against applicant and when.
- Principal may delegate endorsement to a deputy principal or year level coordinator if required for the above factors to be taken into consideration, however principal must review endorsement and sign application form.

If you are aware of any issues that may prevent this student from successfully participating in this program, please provide information below or email [global.engagement@qed.qld.gov.au](mailto:global.engagement@qed.qld.gov.au)

Full name

Mobile phone

School email address

Date

Principal's signature

(Response 50 words minimum – 200 words maximum).

## Section 9

### Applicant and parent/guardian declaration, acknowledgement and consent

Please read and tick each box to confirm that you have read and understood each section. Incomplete forms without all sections ticked and signed will not be accepted. By signing below, the applicant and parent(s)/guardian(s) declare:

I/We have read, understood and accept the Privacy Statement in this Student Application Form.

I/We have read, understood and signed the Project Consent Form [PART B] and acknowledge the department is not liable for any loss.

I/We 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 including my child being sent home at my own expense if any program rules are breached.

I/We have read, understood and agree to abide by the [International School Study Tours Student participant agreement](#) and follow the school's Code of Conduct which applies to students during the tour, under the care and control of supervising teachers and volunteers.

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

I am/the applicant is available to travel on the dates that will be scheduled for program briefings and activities pre and post program and agree to participate as required.

All information provided in this Student Application Form [PART A] is true and correct.

I/We have attached the applicant's latest school academic report card.

Applicant signature

Date

Applicant name

#### Parent/Guardian 1

Parent/guardian  
signature

Date

Parent/guardian name

Relationship  
to applicant

#### Parent/Guardian 2

Parent/guardian  
signature

Date

Parent/guardian name

Relationship  
to applicant

# Project consent form **[PART B]**

Dear Parent/Guardian/Student

Date

**Introduction to the Project Consent Form (attached) for the Department of Education International (DEi) - Saitama Global Student Program.**

This letter is to inform you about how DEi 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 - Saitama Global Student 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](mailto:global.engagement@qed.qld.gov.au).

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

## **GE, DEi**

## Project consent form Global Engagement - Student Programs

### 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.

## Project consent form Global Engagement - Student Programs

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.