



Chaperone application

# STEM Japan

## Global Student Program



# Program details

The STEM Japan Global Student Program is a two-week program for thirteen high performing Year 10 state high school (including college and academy) students studying Japanese language and STEM subject(s) and two accompanying teacher chaperones. Students and their chaperones will experience school life and undertake visits to sites of cultural and historical significance in Hiroshima and Kyoto. Students will be provided with accommodation and most meals as part of the program. As part of the program, students will improve language proficiency and engage in industry visits where they will experience real world STEM applications.

## Eligibility requirements

### Chaperones must:

Be a registered teacher in a Government recognised Queensland state high school (including college and academy) and be a qualified Japanese 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 abide by the [Queensland Code of Ethics for Teachers](#) and [International School Study Tour Code of Conduct for Teachers](#) and represent the Department of Education in a professional manner.

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, host family or whilst undertaking industry visits.

Be willing to participate in all activities arranged by the organisers.

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

Be available to travel in December 2023 (final dates TBC).

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

Comply with all COVID-19 mandates and conditions (if applicable at the time of travel) including but not limited to the Department of Education, Australian state and federal authorities, travel provider(s) and host country.

Submit application by **3:00pm, Thursday 31 August 2023** to [global.opportunities@qed.qld.gov.au](mailto:global.opportunities@qed.qld.gov.au).

# Conditions of entry and program rules

## STEM Japan Global Student Program

### 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.
- Entries must be from individuals and not groups.
- The applicant is permanently employed at time of application and will continue to be at time of program delivery.

### How to apply

Applications must be received by the Department of Education (the department) by **by 3:00pm Thursday 31 August 2023**. Late applications **will not** be accepted. All applicants will be advised by email in regards to successful and unsuccessful submissions.

### 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. Save the signed and scanned documents and email to [global.opportunities@qed.qld.gov.au](mailto:global.opportunities@qed.qld.gov.au).

### Selection criteria and process

Applications will be assessed based on their written responses to the application questions. The selection panel may select participants based on the Department of Education's 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 professional program travel 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 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 Application Form [PART A], acceptance of Conditions of Entry and Program Rules and Project Consent Form [PART B] all form part of the Application Pack.
- Successful applicants must be prepared to 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.
- 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;
  - › meeting with family and friends in the country they are visiting prior to, in the middle of, or at the end of the program.

# 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:

Upon selection and prior to travel, 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 the applicant 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, mobile phone charges, and personal purchases).

Supply a completed Chaperone Medical Information and Authorisation Form [Part C] when requested.

Provide a 'Fitness to Travel' Medical certificate from your 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 participant.

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 they should require any medical treatment for their pre-existing medical condition whilst overseas. I have listed below any medication being taken by 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 confirmed departure date.

Promptly advise organisers of any changes to information supplied on the Chaperone Application Form (Part A) and any issues which may affect my participation in the program (for example, a change to my 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.

Dedicate personal time and participate in the pre- and post- departure briefs to coordinate various components of the program.

Develop and maintain relationships with the student participants.

Participate in all pre-program briefings.

Be available to undertake pre- and post- tour chaperoning duties and attend an Information Session managed by the Department of Education International.

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's 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.

## On the program I agree to:

Abide by the [International School Study Tour Code of Conduct for Teachers](#) AND comply with the department's [Code of Ethics for Teachers in Queensland](#) and comply with the [Queensland Government's Code of Conduct](#).

Be responsible for the health, safety, well-being and security of the students participating in the program for the full duration of the program, at all times.

Act in the best interests of the students at all times and consider the varying maturity and ability levels of students during all program activities.

Support students at all times and refrain from unnecessary physical contact with the students.

Ensure the students under their supervision understand the standards of conduct expected of them for the duration of the program.

Apply the agreed disciplinary consequences (as agreed by the chaperones) to students who breach the Queensland Code of School Behaviour. Such consequences should be administered fairly and consistently.

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.

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.

The department is not responsible for any loss or damage if I am sent home in accordance with these rules.

Undertake information technology tasks, photography, student and parent liaison, and preparation of documentation.

## 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 questionnaire about the program.

Follow the department's guidelines regarding financial acquittal following international travel.

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. Department of Education International reserves the right to alter or cancel any program, conditions, administration requirements without prior notice.

### Enquiries:

**T:** 07 3513 5747    **E:** [global.opportunities@qed.qld.gov.au](mailto:global.opportunities@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; photography; 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 tours.

## 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.
- ensure they 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.
- not consume alcohol, take any illicit drugs or take any medication or substance which may impair their capacity to drive a motor vehicle or make decisions about a student's medical treatment.
- not engage in sexual relations with other persons on the program.
- not permitted to smoke in front of students or indoors.
- must 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.
- understand and respect that 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;
  - › meeting with family and friends in the country they are visiting prior to, in the middle of, or at the end of the program.

## Airport

- Take responsibility for the safe keeping of their own passports, visas and other travel documentation whilst in transit in a passport wallet/lanyard (supplied by the department) to be worn around their necks.
- Chaperones must keep a photo copy of all students passports information in a location separate to their own passport. Lost documents must be immediately be reported to the 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. chaperones are responsible for tracking departures of students in their group and ensuring all students are accounted for when boarding or leaving aircrafts.
- Chaperones must ensure that their group is ready in a timely fashion and have appropriate documentation to board all flights. Student must wear the supplied lanyard and name tags.

## Buses/cars/boats/planes/bicycles

- Chaperones must 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.

## Meals

- Chaperones must be in close proximity to any students from their program who have severe food allergies at all meals and be prepared to administer first aid.

## Accommodation

- Chaperones must advise the other chaperone/s if they venture away from their accommodation at night.

## Touring

- Chaperones are not to take students of the opposite gender to the toilet or put themselves in a compromising position where their actions may be hard to defend, unless in an emergency and a chaperone of the opposite gender is not present. In this case, chaperones would accompany the student to the toilet but not enter.
- Chaperones should avoid, where possible, entering the rooms of students who are alone.
- Chaperones 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

- All chaperones must have current senior first aid certificate.
- Chaperones who have any difficulties of a personal, financial or social nature should speak to the Project Officer so that they can be addressed.
- Chaperones must comply with all COVID-19 mandates and conditions (if applicable at the time of travel) including but not limited to the Department of Education, Australian state and federal authorities, travel provider(s) and host country.
- Chaperones must 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.

# Chaperone applicant form [PART A] STEM Japan Global Student Program

## 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](http://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.opportunities@qed.qld.gov.au](mailto:global.opportunities@qed.qld.gov.au)  
by the due date

**Privacy Statement:** The Department of Education (the department) is collecting your personal information in accordance with *Information Privacy Act 2009 (Qld)* for the purpose of administrating this program. The information will only be accessed by authorised employees within the department, supervising staff and chaperones accompanying the students 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. Some of the information will be given 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. Relevant information will be given to medical professionals in the event the student requires medical attention on the program or while in the care of the department. The personal information and copyright material will also be dealt with in accordance with the *Project Consent Form [PART B]*. The information will not be given to any other person or agency unless you have given your permission or disclosure is required or authorised by law. If you have any questions or concerns about the collection, storage, use or disclosure of the information, please contact Global Opportunities on (07) 3513 5756.

## 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				
Student School Email Address					
Private Email Address					
Citizenship	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Australian Citizen</td> <td>Australian Permanent Resident</td> <td>New Zealand Citizen residing in Australia</td> </tr> </table> <p><i>Please note, the department may request more information regarding your residency status.</i></p>	Australian Citizen	Australian Permanent Resident	New Zealand Citizen residing in Australia	
Australian Citizen	Australian Permanent Resident	New Zealand Citizen residing in Australia			
<table border="1" style="width: 100%;"> <tr> <td style="width: 10%; text-align: center;"><b>Yes</b></td> <td>Do you have a current passport with a minimum validity of six months after the anticipated return date of the program?</td> </tr> <tr> <td style="text-align: center;"><b>No</b></td> <td> <p><b>I agree to apply for my passport upon notification of selection</b> (attach scanned copy of birth certificate)</p> <p>NB: Upon signing an application form, a chaperone will be accepting a condition that they must obtain a passport no later than one month after being notified of their acceptance into the program.</p> </td> </tr> </table>	<b>Yes</b>	Do you have a current passport with a minimum validity of six months after the anticipated return date of the program?	<b>No</b>	<p><b>I agree to apply for my passport upon notification of selection</b> (attach scanned copy of birth certificate)</p> <p>NB: Upon signing an application form, a chaperone will be accepting a condition that they must obtain a passport no later than one month after being notified of their acceptance into the program.</p>	
<b>Yes</b>	Do you have a current passport with a minimum validity of six months after the anticipated return date of the program?				
<b>No</b>	<p><b>I agree to apply for my passport upon notification of selection</b> (attach scanned copy of birth certificate)</p> <p>NB: Upon signing an application form, a chaperone will be accepting a condition that they must obtain a passport no later than one month after being notified of their acceptance into the program.</p>				
Passport Number	Nationality				
Country of Issue	Expiry Date				



## Special requirements

Please consider the information you have provided and all information about the program and provide details of any special requirements you may have if your application is successful. For example: adjustments for impairment; mobility aides or assistance; religious requirements; medical conditions; dietary requirements (such as allergies, halal, vegetarian, gluten free). If you do not have any special requirements, please indicate N/A below. *Further information may be requested to assess if and/or how your special requirements can be accommodated on the program.*

## Section 2

### School details - The Queensland school you are currently teaching at

Region

Name of school

School Address

Town/Suburb/City

Post Code

School type

State

Catholic

Independent

Other

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, Senior First Aid

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; photography; 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 an answer simple questions)

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

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

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

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

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

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

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

Fluent (I can understand most of what is said and what I read, and my responses are generally fluent and 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 what this opportunity might mean for your professional development and career future.

(Response 100 word minimum - 300 word maximum)

Please detail what this opportunity would bring 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

Please outline relevant previous domestic and international travel including year, place, duration and purpose (such as business, leisure, chaperoning).

(Response 100 words minimum – 300 words maximum).

## Section 7

### Recent professional development

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

(Response 100 words minimum – 300 words maximum).

## SECTION 8

### Information technology experience

Provide evidence of demonstrated experience in information technology tools such as running web conferences, using Dropbox (or similar file sharing programs), developing presentations, taking quality photos/videos for uploading to social media and the use of various equipment (iPads, etc.)

(Response 100 words minimum – 300 words maximum).

## Section 9

### Principal Statement - Endorse and approve for travel and participate in the program

#### Statement of support for teacher's application

The principal must disclose all information known to them 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.opportunities@qed.qld.gov.au](mailto:global.opportunities@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 10

### 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.

I am willing to abide by the [International School Study Tour Code of Conduct for Teachers](#).

I must comply with the [Queensland Government's Code of Conduct](#).

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] STEM Japan Global

Dear Teacher

Date

## Introduction to the Project Consent Form (attached) for

STEM Japan Global Student Program

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 STEM Japan Global Student Program

The STEM Japan Global Student Program is a unique international learning opportunity for high-performing Year 10 students studying Japanese and STEM subjects at Queensland state schools.

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.opportunities@qed.qld.gov.au](mailto:global.opportunities@qed.qld.gov.au).

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

## Global Opportunities, DE international

## Project consent form Iwasaki Sangyo Prize

### 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.

Please continue to next page for signing.

## Project consent form STEM Japan Global Student Program

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.