

Students: How to apply for the Westminster Prize

Welcome

- Thank you for considering an application for the Westminster Prize.
- In this document, you will find all the information you need to complete your application.
- If you decide to apply for this opportunity, please review the checklist on this page to ensure you have completed all required steps to successfully submit your application before the closing date advertised on the [Westminster Prize website](#).

The application checklist

<input type="checkbox"/>	<ul style="list-style-type: none"> • Read the application information on the website.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Read this document carefully.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Discuss your application with your parent(s)/guardian(s).
<input type="checkbox"/>	<ul style="list-style-type: none"> • Discuss your application with a supporting teacher.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Record a video (up to 2 minutes in duration) answering Question 1 and Question 2.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Prepare a multimedia presentation (up to 5 minutes in duration) answering Question 3.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Create a bibliography of the sources used in your multimedia presentation.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Complete the online application form and upload: <ul style="list-style-type: none"> – your photograph; – signed “<i>Students - Applicant and parent/guardian declaration, acknowledgement and consent form</i>”; and – multimedia presentation bibliography.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Email your video and multimedia presentation to Applications.GlobalEngagement@qed.qld.gov.au.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Check that you receive a submission confirmation email (please allow 5 business days for this).

I am thinking about applying. What should I do?

- Review the supporting documents on the [website](#) under the **Application** section.
- Discuss your application with your parent(s)/guardian(s).
- Discuss this opportunity with a supporting teacher. Noting, **if you are shortlisted for an interview**, your supporting teacher will be contacted to verify and endorse your application.

What are the components of the application?

<p>Step 1</p>	<p>Online Application Portal</p>	<ul style="list-style-type: none"> • Add your details and your school details. • Upload a portrait style photograph of yourself. • Upload the <i>Students - Applicant and parent/guardian declaration, acknowledgement and consent form</i>. • Upload your bibliography (multimedia presentation) • Submit your application.
<p>Step 2</p>	<p>Answer the key questions</p>	<ul style="list-style-type: none"> • Record your responses to the 2 questions as a simple video – up to 2 minutes in duration. • Question 1: <i>Tell us about yourself and explain the impact this once-in-a-lifetime opportunity would have on you personally, your family, and school community.</i> • Question 2: <i>How do you think this experience to explore democratic institutions in Queensland, Canberra, and the United Kingdom will shape your understanding of civic responsibility, leadership and active citizenship?</i>
<p>Step 3</p>	<p>Multimedia presentation</p>	<ul style="list-style-type: none"> • Research the question and prepare your multimedia presentation - up to 5 minutes in duration. • Question 3: <i>What is one issue in your local community that you believe requires action? Using your understanding of Australia's system of government and civic participation, propose a civic solution that demonstrates how young people can influence change and contribute to Australia's democracy.</i>
<p>Step 4</p>	<p>Forward your video and multimedia presentation</p>	<ul style="list-style-type: none"> • Email to: Applications.GlobalEngagement@qed.qld.gov.au.
<p>Step 5</p>	<p>Receive your acknowledgement email</p>	<ul style="list-style-type: none"> • You will receive a confirmation email once the application is submitted.

How does the selection process work?

- All applications will be **reviewed and assessed** by a selection panel.
- Applicants who are **not shortlisted** for an interview will be advised by email once initial assessments are complete.
- **Shortlisted applicants** will proceed to an **online panel interview**.
- The panel will select the successful recipients.
- Once the online interviews have concluded, **all shortlisted applicants** will be advised by email of the outcome of their application (successful or unsuccessful).
- The panel's decision is final – all applicants are acknowledged for their effort and participation.
- The selection process can take up to 6 weeks.

What makes a strong application?

- Applications that respond to all parts of each key question, stay within the time duration, and give us a clear sense of who you are as a person.
- Applications that are authentic and avoid generic answers (using AI, for instance, tends to make applications sound the same way). Consider your point of difference.
- Applications that demonstrate you can proudly represent yourself, your school, and Queensland as a student ambassador with maturity, leadership, and a willingness to learn.
- Your video response is an opportunity to demonstrate the necessary communication skills required to collaborate with other students and teacher chaperones in an overseas context.
- Your multimedia presentation is an opportunity to demonstrate your research skills and how you connect personally with your local community.

How should I respond to the key questions (Questions 1 and 2)?

- The key questions will help us learn more about you and understand your motivation for applying.
- The suggestions below are not a checklist to be completed, but are a guide if you would like a starting point.
- **Question 1:** *Tell us about yourself and explain the impact this once-in-a-lifetime opportunity would have on you personally, your family, and school community.*
 - **Personal insight:** Share something authentic about yourself – your interests, values, your local area, or achievements at school or the wider community that align with the opportunity.
 - **Reflection on impact:** Explain how this experience would impact you, your family, and your school community. For example:
 - **Personally:** In what ways will this opportunity help you build confidence, enhance your skills, and develop active citizenship?
 - **Family:** How might your involvement foster pride and greater connection?

- **School community:** How will you use what you learn to inspire others and contribute to growing global competence across your school community?
- **Question 2:** *How do you think this experience to explore democratic institutions in Queensland, Canberra, and the United Kingdom will shape your understanding of civic responsibility, leadership and active citizenship?*
 - **Moments of learning:** Reflect on how experiencing a different culture might challenge your assumptions, broaden your understanding, or inspire new ways of thinking.
 - **Interactions with others:** Think about how you might communicate or collaborate with people from different backgrounds during this experience, and what you might learn from those interactions.
 - **Reflection on impact:** Share ways in which this experience could influence how you contribute to your community, school, or the wider world when you return home.

How should I record my video?



Video: Responding to the key questions
(Up to 3 minutes in duration)

- **Record in portrait mode:** Hold your device upright while recording.
- **Keep it steady:** Make sure your device stays still for the whole recording.
- **Feature only you:** The video should show only you speaking – no other people, images, or backgrounds. You are the star, and we want to see you talking directly to the camera.
- **State your name and the opportunity you are applying for:** Do this right at the beginning of your video.
- **Record in parts if needed:** If it is easier, record your answers in sections and edit them together before submitting.
- **Use brief notes:** You may use prompting notes, but do not read from a full script.
- **Wear your school uniform:** Represent yourself proudly in your video.
** For students whose school does not have a school uniform, please wear smart casual attire.*
- **Name your video:** “LAST NAME, FIRST NAME – PROGRAM NAME”
- **Send your video:** Email your final video from your **school email account** to the Global Engagement team at Applications.GlobalEngagement@qed.qld.gov.au.

What criteria is used to assess my video (Questions 1 and 2)?

Phase	Descriptor	Indicators
Capable	Student demonstrates curiosity, enthusiasm, and self-awareness when reflecting on personal growth and new opportunities.	<ul style="list-style-type: none"> • Shares positive reflections that show curiosity and excitement for new experiences. • Shows a willingness to connect with people in diverse government settings across Australia and the United Kingdom, and represent their school community and Queensland with pride. • Expresses an understanding of how this opportunity will influence personal development.
Proficient	Student demonstrates thoughtful reflection, confidence, and an ability to connect personal growth with impact on others.	<ul style="list-style-type: none"> • Provides clear, relevant examples showing how the experience would support personal and cultural growth. • Demonstrates empathy, openness, and readiness to engage meaningfully with people in diverse government settings across Australia and the United Kingdom, and represent their school community and Queensland with pride. • Expresses insight into how their participation will benefit family, peers, and their school community.
Exemplary	Student demonstrates deep reflection, intercultural understanding, and a clear sense of purpose in representing their community globally.	<ul style="list-style-type: none"> • Offers rich, insightful reflections that highlight global awareness and personal transformation. • Demonstrates maturity, leadership, and a genuine ability/desire to connect with people in diverse government settings across Australia and the United Kingdom, fostering understanding and collaboration through ambassadorship. • Articulates how the experience would inspire and benefit others within their family, school and the broader community, and grow global competence authentically.

How should I respond to the multimedia presentation (Question 3)?

You are required to submit a multimedia presentation (up to 5 minutes in duration) addressing the following question:

Question 3: *What is one issue in your local community that you believe requires action? Using your understanding of Australia's system of government and civic participation, propose a civic solution that demonstrates how young people can influence change and contribute to Australia's democracy.*

What to include in your response:

- **Identify and explain the issue:** Identify and describe the issue in your local community. Explain why this issue is significant, who is affected and how it relates to key concepts such as democracy, justice, rights or the common good.
- **Analyse the importance of addressing the issue:** Analyse the causes and consequences of the issue. Evaluate why this issue requires action, linking it to principles of democracy, social justice or human rights.
- **Propose a civic solution:** Propose a civic action or initiative to address the issue. Explain the change you want to see and how your solution aligns with democratic values and processes.
- **Explain how the solution would work:** Outline how the proposed solution could be implemented. Identify specific actions young people can take such as advocacy, raising awareness, engaging with decision-makers. Describe who you would work with such as local council, government, community groups, and how collaboration would support the initiative.
- **Reflect on the impact and challenges:** Reflect on the potential impact of your solution and how success could be measured. Identify challenges or barriers to implementation and propose strategies to overcome them.
- **Use evidence and sources:** Support your response with primary and secondary sources, such as newspaper articles, government reports, photographs, interviews, or other credible materials.

Examples of civic projects:

- Youth mental health awareness campaign
- Food security and waste reduction initiative
- Anti-bullying advocacy program
- Youth voter education drive/civic education and participation program
- Accessible public spaces advocacy
- Domestic violence awareness and support campaign
- Youth homelessness support project
- Sustainable transport promotion
- Environmental clean-up initiative
- Community garden project
- Cyber safety education program
- Intergenerational connection program
- Road safety awareness campaign

Tips and conditions for preparing your multimedia presentation

1. Respond clearly to the question

- Your presentation must respond directly to the multimedia presentation question.
 - Clearly describe the community issue, why it matters, and who is affected.
 - Propose a realistic civic solution and explain how it could be implemented.
 - Ensure your presentation has a clear structure, including an introduction, key points, and a conclusion that summarises your response.

2. Use evidence to support your ideas

- Support your ideas using a range of primary and secondary sources.
 - Primary sources are created at the time of the events or issues being studied (e.g. government reports, interviews, photographs, or community surveys).
 - Secondary sources are created later by historians, researchers, or analysts (e.g. news articles, research papers, or books).
- Use primary and secondary sources to support your response, such as photographs, newspaper articles, interviews, letters, and film or audio recordings.
- Use these sources to:
 - provide evidence for your ideas;
 - illustrate different perspectives on the issue; and
 - strengthen your proposed solution.
- Where possible:
 - select relevant and reliable sources rather than including too many;
 - use sources that reflect different experiences and viewpoints;
 - refer directly to sources when explaining your ideas; and
 - ensure sources are accurate, credible, and relevant to your chosen issue.

3. Evaluate your sources

- Demonstrate critical thinking by evaluating the sources you use.
- Evaluate important sources from your presentation by briefly explaining:
 - who created the source;
 - when it was created;
 - why it was created; and
 - whether it is reliable or useful for understanding the issue.
- When evaluating a source, you may consider:

- whether the creator had a particular perspective or purpose;
 - whether the source was created at the time of the issue or later; and
 - how the source helps you understand the issue and its impact on your community.
- Where possible, integrate your evaluation naturally into your explanation so that it supports your proposal without interrupting the flow of your presentation.

4. Use multimedia effectively

- Leverage the features of the multimedia format to communicate your ideas clearly and persuasively.
- Ensure images and clips support your argument.
- Avoid using images or film clips that are not referred to in your explanation. Media should enhance your presentation, not serve as decoration.
- You must appear speaking in the video at some stage. We want to see and hear you presenting your ideas.
- Speak clearly and ensure audio is easy to hear.
- Ensure spelling, pronunciation, and details about your issue are accurate.
- Dress appropriately for your video to demonstrate respect for the subject matter.
- Be aware of background noise, lighting, and other distractions when recording.

5. Original work and copyright

- Your multimedia presentation must be your own original work.
- The presentation must not be copied from another person.
- The presentation must not be developed or edited by anyone other than you.
- If you use another person's work (e.g. images, music, video or text):
 - you must have permission to use it; and/or
 - you must acknowledge the source.
- If another living person appears in your presentation (for example their image, voice, or interview), you must have their permission to:
 - include them in your presentation;
 - submit the presentation for the Prize; and
 - allow the presentation to be used as outlined in the *"Student applicant and parent/guardian declaration, acknowledgement and consent form"*.

6. Referencing

- All sources used in your presentation must be acknowledged.
- Include a bibliography of primary and secondary sources consulted.

- The bibliography must use a recognised referencing format used at your school.
- The bibliography must be uploaded to the online application portal as a Word document or PDF with your application.
- If you use an image, video clip, or other media in your presentation, include a small caption that identifies the source.

7. Presentation format and time limit

- Your multimedia presentation must meet the following requirements:
 - The presentation must be submitted as a video file (.mov, .mp4 or .wmv).
 - The video must be no longer than 5 minutes.
 - Presentations longer than 5 minutes will not be considered.

What criteria is used to assess my multimedia presentation? (Question 3)

Assessment criteria: Multimedia presentations		
Phase	Descriptor	Indicators
Capable	The student identifies a significant community issue and demonstrates a basic understanding of its relevance to civic participation and Australia's democracy.	<ul style="list-style-type: none"> • Describes the community issue, its significance, and the people affected. • Proposes a civic solution that addresses the issue and outlines a realistic action or initiative. • Explains how the solution could be implemented, including how young people can participate and who they would collaborate with. • Reflects on the potential impact of the solution and identifies possible challenges. • Uses relevant primary and/or secondary sources to support ideas. • Communicates ideas clearly through the multimedia presentation. • Acknowledges sources and includes a bibliography using a recognised referencing format.
Proficient	The student explains a significant community issue, demonstrates an understanding of its importance to civic participation, and proposes a thoughtful civic solution that reflects democratic principles.	<ul style="list-style-type: none"> • Explains the community issue in detail, including its significance and the people affected. • Proposes a well-considered civic solution and outlines a realistic and achievable action or initiative. • Explains how the solution could be implemented, including specific ways young people can participate and potential partnerships with local councils, government, or community groups. • Reflects on the potential impact of the solution, identifies measurable outcomes, and discusses possible challenges or barriers. • Demonstrates understanding of Australia's system of government and civic participation. • Uses multiple well-chosen primary and/or secondary sources to support explanations. • Communicates ideas clearly and logically through the multimedia presentation. • Consistently acknowledges sources and provides a correctly formatted bibliography.

Exemplary

The student analyses a significant community issue, demonstrates deep insight into its relevance to civic participation and democracy, and proposes an innovative and impactful civic solution.

- Analyses the community issue comprehensively, demonstrating insight into its historical, social, or cultural significance, and the people affected.
- Proposes an innovative and impactful civic solution, outlining a detailed and realistic action or initiative.
- Explains how the solution could be implemented effectively, including specific ways young people can participate, strategies for advocacy or engagement, and partnerships with relevant stakeholders.
- Reflects thoughtfully on the potential impact of the solution, identifies clear and measurable success indicators, and discusses challenges or barriers with proposed strategies to overcome them.
- Demonstrates a strong understanding of Australia's system of government and civic participation.
- Integrates multiple perspectives and highly relevant primary and secondary sources as evidence to support analysis.
- Communicates ideas persuasively and coherently through the multimedia presentation.
- Demonstrates strong academic integrity through accurate acknowledgement of sources and a well-presented bibliography using a recognised referencing system.

What happens if I am shortlisted for an interview?

- If you are shortlisted, a Global Engagement Project Officer will:
 - contact your supporting teacher, who will be requested to complete an endorsement form, verifying attributes including, but not limited to, maturity, initiative, leadership, and intercultural awareness.
 - invite you to attend an online interview with the selection panel.
 - contact your school principal, who will be requested to complete an endorsement form, verifying attributes including, but not limited to, the ability to represent the school positively, reliability, and enthusiasm for learning.

What is the interview like?

- Each shortlisted applicant will have a 10-minute interview.
- We will ask for your permission to record the interview session.

- It is completely normal to feel nervous – most applicants do! The panel understands this, and nerves will not affect your interview outcome.

What happens if I am successful following the interview?

- If successful following the panel interview, you will be contacted by email to share the exciting news.
- This process may take up to 5 days from the interview as we await principal endorsement to support your selection.
- We ask that you keep this news confidential and share it only with close family until officially advised.
- Next steps: You will complete all necessary paperwork related to your participation in the program, and be invited to a series of online information sessions that outline the next steps before your departure.

What happens if I am unsuccessful following the interview?

- If unsuccessful following the panel interview, you will be contacted by email.
- This process may take up to 5 days from the interview as we await principal endorsements to support student selection.
- The application process is highly competitive, and unfortunately not all applicants can be successful. However, being shortlisted to participate in an interview is a significant achievement in itself.
- You will receive a **Highly Commended Certificate** to acknowledge your engagement in this process and the effort you have invested in your application.
- We encourage you to explore other opportunities on the [Global Engagement website](#), or reapply next year if you are eligible.

What about my privacy?

- We take the collection of your personal information seriously.
- Below is a copy of the Privacy Statement that is included at the start of the Online Application Portal, before you fill out any information.

Privacy statement:

The Department of Education (the department), through Global Engagement team, within the Department of Education International, is collecting your personal information, including your name, residential address, email address, date of birth, grade, school, teacher name, gender, photograph, mobile number, video image, parent's name, and parent's place of birth. Sensitive personal information collected includes race and ethnicity, if you identify as LGBTI+, and health information, such as disability and medical information.

The purpose of this collection is for the administration and management of the application process and subsequent provision of the Westminster Prize. If you do not provide your personal information, we will be unable to process or review your application to be eligible for the Westminster Prize.

Your personal and sensitive information will be shared with insurance organisations, airlines, travel companies, tour operators, accommodation providers, international partner organisations and other external parties involved in providing services as part of the Westminster Prize, located in Australia and the United Kingdom. Please note, this will only occur if your application is successfully selected for the Westminster Prize.

Your personal information will be managed in accordance with the Information Privacy Act 2009 and will not be used or disclosed for another purpose without your consent or unless authorised or required by law.

Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at <https://qed.qld.gov.au/privacy>.

What if I have questions?

If you have any further questions, please contact the Global Engagement team at global.engagement@qed.qld.gov.au.