

Global Engagement
Department of Education International

Online students: Important Information for your Beginner Language Experience – Expression of Interest



Important information before you start:

Please Note:

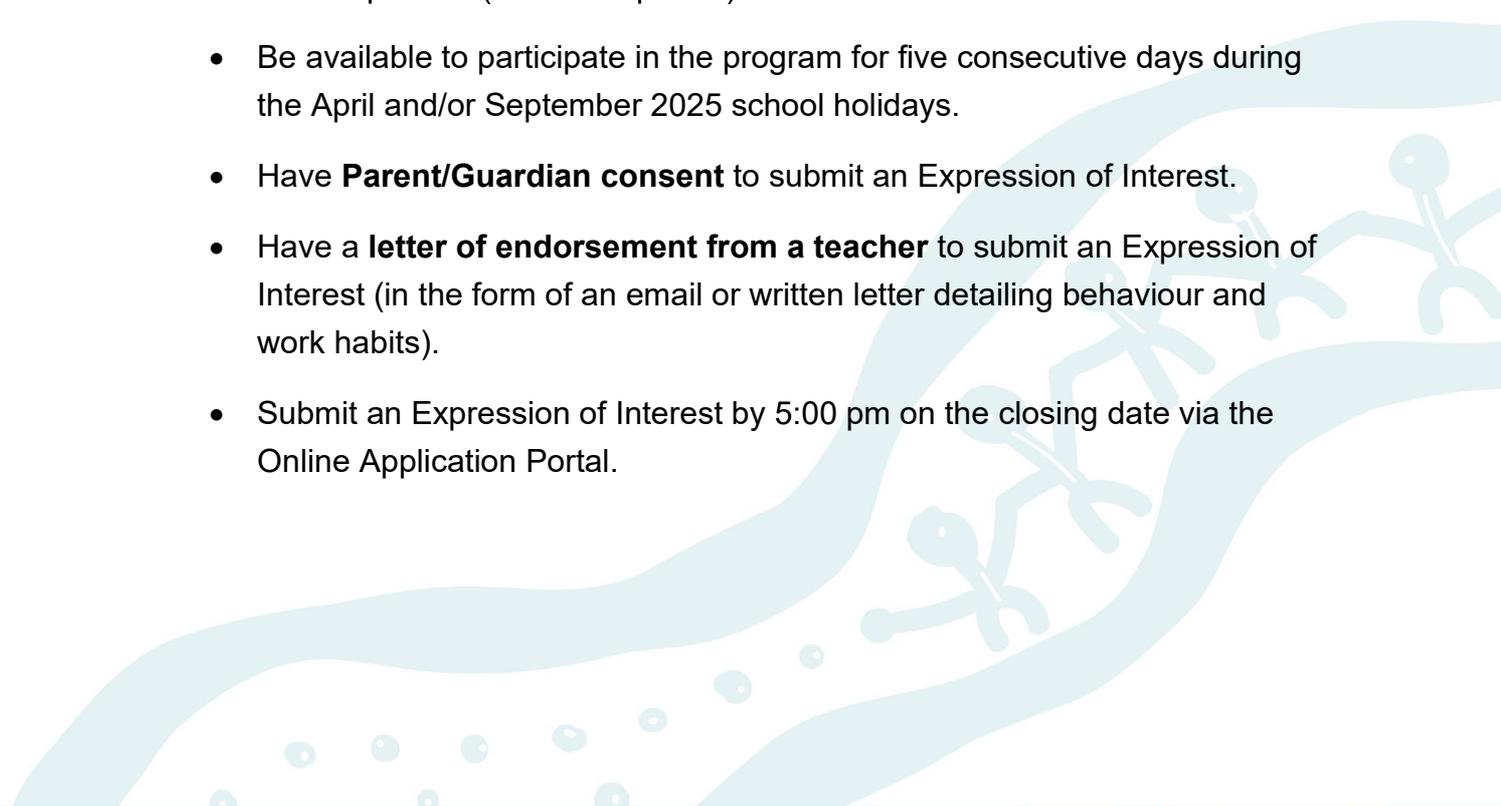
- This is an **Expression of Interest (EOI)** application. Filling in the online EOI application does not automatically guarantee a position on the course.
- Courses run subject to sufficient EOI applications being received.

In this document you will find:

- Screenshots of the Online EOI Application Portal.
- Eligibility requirements.
- Privacy Statement.

Eligibility requirements:

Students must:

- Be an Australian citizen, permanent resident of Australia or a New Zealand citizen residing in Australia.
 - Be a full-time Year 4, 5 or 6 student at a Queensland state school.
 - Have an interest in learning another language.
 - Have access to a stable internet connection, PC, laptop or tablet, headset or headphones (with microphone) and a webcam.
 - Be available to participate in the program for five consecutive days during the April and/or September 2025 school holidays.
 - Have **Parent/Guardian consent** to submit an Expression of Interest.
 - Have a **letter of endorsement from a teacher** to submit an Expression of Interest (in the form of an email or written letter detailing behaviour and work habits).
 - Submit an Expression of Interest by 5:00 pm on the closing date via the Online Application Portal.
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The Online Application Portal

Screen captures and the application questions

Important tips about the online application portal:

- Once you begin, you must complete the online application in one sitting.
- There is no option to save your progress and return later to finish the application.
- Once submitted, you will not be able to make any changes to your application.
- We advise you complete this application with the support of your parent(s)/guardian(s).





Beginner Language Experience - Student Application Portal

The Beginner Language Experience program offers Queensland Year 4–6 state school students an exciting opportunity to learn a new language from the comfort of their own home.

Participants will connect with experienced university tutors in an engaging online environment, where they will enjoy a fun learning experience over 5 consecutive days. Through interactive lessons and hands-on activities, participants will develop their language skills while broadening their cultural horizons and developing global competence.

This program not only introduces participants to a new language and deepens their understanding of its associated culture, but also equips them with the knowledge, skills and cultural awareness needed to thrive in an increasingly interconnected world.

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Privacy Statement:

The Department of Education (the department) is collecting the personal information you provide on this form for the purpose of administrating the Beginner Language Experience (the program) application process. Your personal information will only be accessed by authorised employees within the department and supervising staff. 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 partner school to fulfil their duty of care. Should you wish to update your personal information, you may submit a request to the department at global.engagement@qed.qld.gov.au.

Some of your personal information will be disclosed to insurance organisations, tour operators, airlines, travel companies, accommodation providers, international partner organisations and other external parties involved in providing services to the group as part of the program. During this process, your personal information may be transferred overseas. Relevant personal information will be given to medical professionals in the event you require medical attention on the program or while in the care of the department.

At the end of the program, your personal information and associated data is stored securely by the department on servers that are located on shore in Australia. Your personal information will be managed in accordance with the Information Privacy Act 2009. The department's Privacy Policy can be found at: www.qld.gov.au/legal/privacy. The department will only use your personal information collected for the purposes stated above and it will not be used or disclosed otherwise, unless you provide permission or if authorised or required by law. If you have any questions or concerns about the collection, storage, use or disclosure of the information, please contact Global Engagement on (07) 3513 5737.

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- Department's Privacy Policy: <https://www.qld.gov.au/legal/privacy>

Thank you for your interest in the Beginner Language Experience!

Important:

- Once you begin, you must complete the online application in one sitting.
- There is no option to save your progress and return later to finish the application.
- Once submitted, you will not be able to make any changes to your application.
- We advise you complete this online application with the support of your parent(s)/guardian(s).

Before applying, I have:

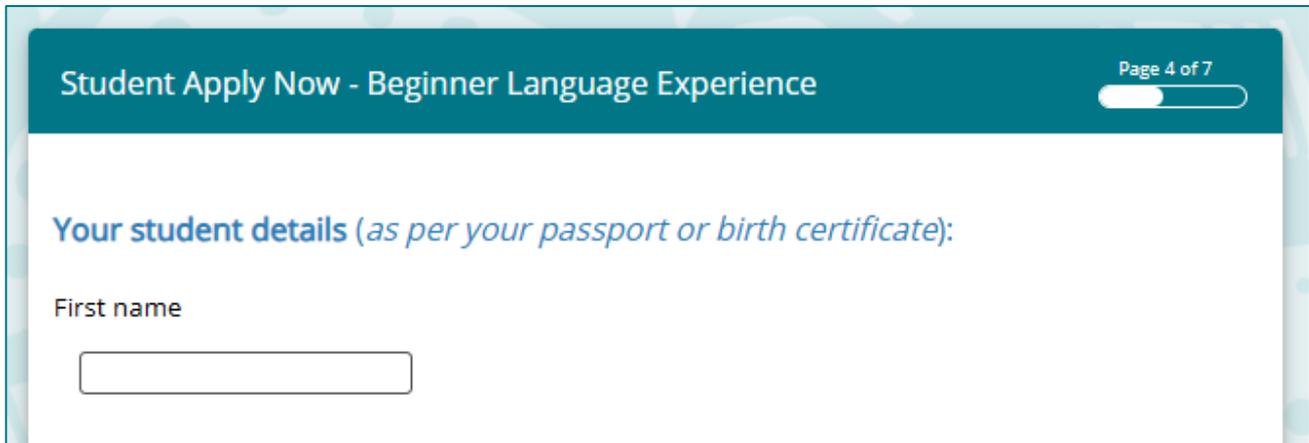
- Read the all of the information on the website.
- Discussed this opportunity with my parent(s)/guardian(s), and they support my application. They will sign the **Parent/Guardian Declaration, Acknowledgement and Consent Form** (*emailed to parent(s)/guardian(s) after you have completed your online application*).
- Asked my teacher for a **letter of endorsement**. I have a **.jpg or .png photograph** of the letter or **.pdf of the email** ready to upload when asked.

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Online Application Portal–Page 4



Student Apply Now - Beginner Language Experience Page 4 of 7

Your student details *(as per your passport or birth certificate):*

First name

On this page, you will be asked to provide the following information:

Your student details *(as per your passport or birth certificate):*

- *First name*
- *Last name*
- *What is your date of birth?*
- *Gender: How do you identify?*
- *Do you identify as Aboriginal or Torres Strait Islander?*
- *What is your residential post code?*
- *What is your email address? (You must use your school email address)*
- *Do you learn a language at school? (Yes or No)*
- *If yes, please tell us the language/s you learn at school.*
- *Have you participated in a Global Engagement program before?*

Online Application Portal–Page 5

Student Apply Now - Beginner Language Experience Page 5 of 7

Parent/guardian 1 details:

Parent/guardian 1 full name

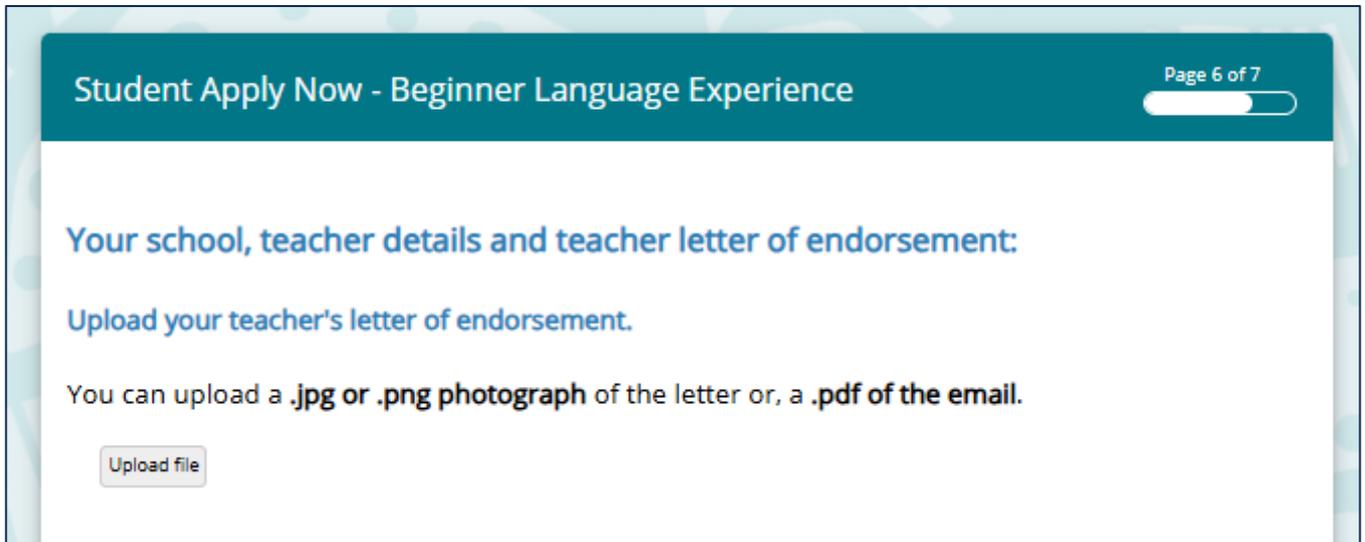
On this page, you will be asked to provide the following information:

Parent/Guardian 1 details:

- *Parent/guardian 1 full name*
- *Parent/guardian 1 relationship to student*
- *Parent/guardian 1 mobile phone*
- *Parent/guardian 1 email address*
- *Parent/guardian 1 residential post code*



Online Application Portal–Page 6



Student Apply Now - Beginner Language Experience Page 6 of 7

Your school, teacher details and teacher letter of endorsement:

Upload your teacher's letter of endorsement.

You can upload a **.jpg or .png photograph** of the letter or, a **.pdf of the email**.

On this page, you will be asked to upload a copy of your **letter of endorsement from a teacher**.

There are several options to upload the letter:

- You can take a photograph of the signed letter and upload the .jpeg or .png image.
- You can save your teacher's email as a .pdf and upload the file.

Online Application Portal–Page 6

Student Apply Now - Beginner Language Experience Page 6 of 7

Your school, teacher details and teacher letter of endorsement:

Upload your teacher's letter of endorsement.

You can upload a .jpg or .png photograph of the letter or, a .pdf of the email.

What is the name of your school?

What is your school's post code?

What is your current school year level?

After you have uploaded the **teacher letter of endorsement**, you will be asked to provide the following information:

Your school and teacher details:

- *What is the name of your school?*
- *What is your school's post code?*
- *What is your current school year level?*
- *What is your teacher's name?*
- *What is your teacher's email address?*

Student Apply Now - Beginner Language Experience Page 7 of 7

Thank you for applying for the Beginner Language Experience!

Next Steps:

- A Project Officer will send your parent/guardian and teacher a confirmation email after reviewing your application. Your parent/guardian and your teacher will be required to sign the **Parent/Guardian Declaration, Acknowledgement and Consent Form** at this point.
- Please allow up to 5 business days to receive the confirmation email.
- There are a limited number of places for the program.
- This is an **Expression of Interest** (EOI) application.
- Filling in the online EOI application does not automatically guarantee a position on the course.
- All applicants will be notified if they have been accepted in the program via email.
- If you have any further questions, contact global.engagement@qed.qld.gov.au.

[Previous](#) [Finalise](#)

The information on page 7 reads:

Next Steps:

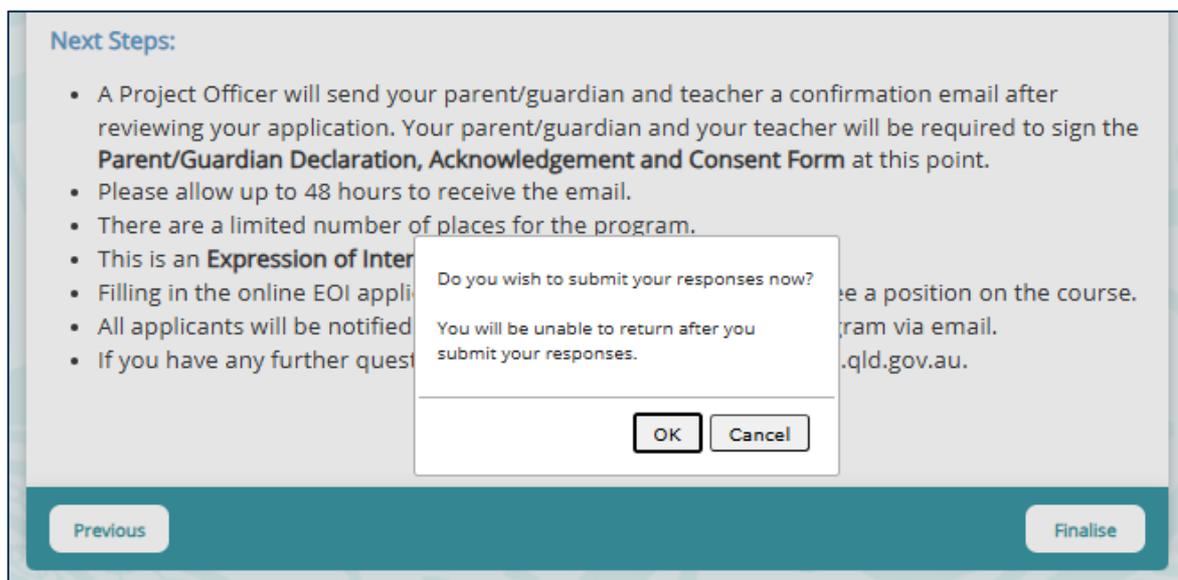
- A Project Officer will send your parent/guardian and teacher a confirmation email after reviewing your application. Your parent/guardian and your teacher will be required to sign the **Parent/Guardian Declaration, Acknowledgement and Consent Form** at this point.
- Please allow up to 5 business days to receive the confirmation email.
- There are a limited number of places for the program.
- This is an **Expression of Interest** (EOI) application.
- Filling in the online EOI application does not automatically guarantee a position on the course.

- All applicants will be notified if they have been accepted in the program via email.
- If you have any further questions, contact global.engagement@qed.qld.gov.au.



Note: When you click the 'Finalise' button, a message will pop up. It states:

- *Do you wish to submit your responses now?*
- *You will be unable to return after you submit your responses.*



The screenshot shows a web application interface. At the top, there is a section titled "Next Steps:" with a list of bullet points. A dialog box is overlaid on the page, asking for confirmation to submit responses. The dialog box contains the text: "Do you wish to submit your responses now?" and "You will be unable to return after you submit your responses." Below the text are two buttons: "OK" and "Cancel". At the bottom of the page, there are two buttons: "Previous" on the left and "Finalise" on the right.

Next Steps:

- A Project Officer will send your parent/guardian and teacher a confirmation email after reviewing your application. Your parent/guardian and your teacher will be required to sign the **Parent/Guardian Declaration, Acknowledgement and Consent Form** at this point.
- Please allow up to 48 hours to receive the email.
- There are a limited number of places for the program.
- This is an **Expression of Interest**.
- Filling in the online EOI application is the first step to applying for a position on the course.
- All applicants will be notified of the outcome of their application via email.
- If you have any further questions, please contact us on education@qld.gov.au.

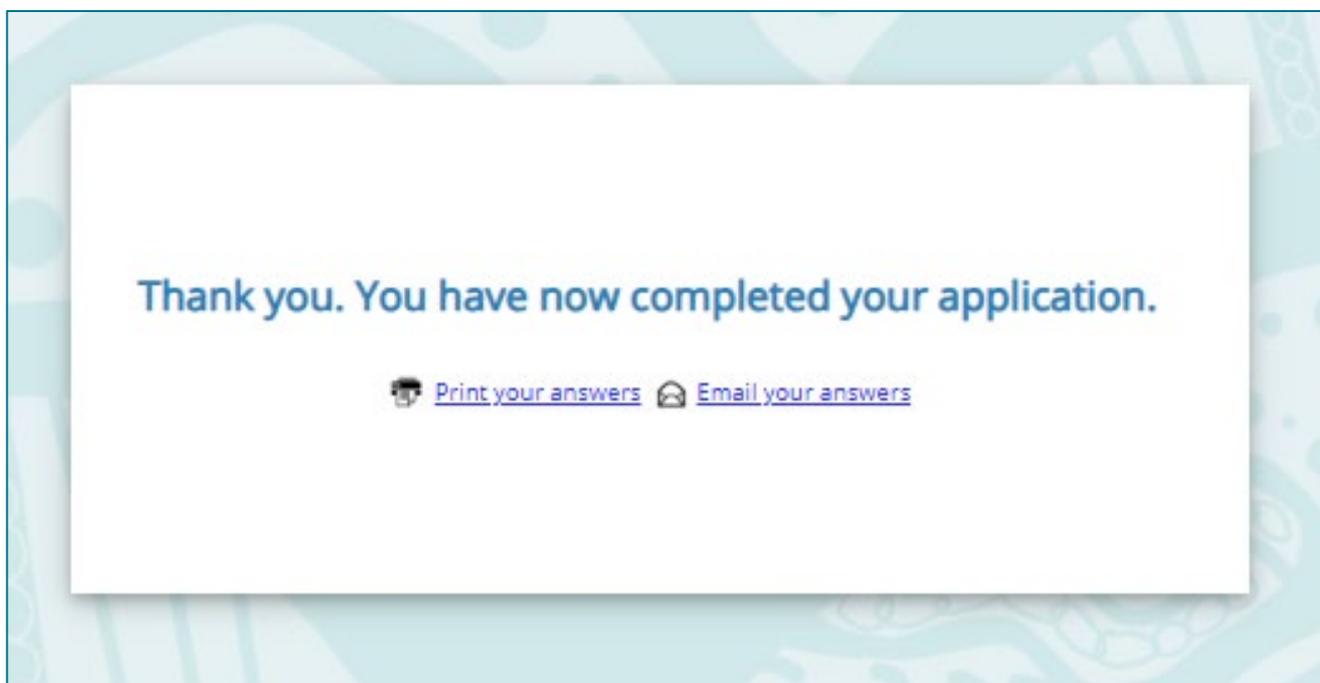
Do you wish to submit your responses now?
You will be unable to return after you submit your responses.

OK Cancel

Previous Finalise

You can click '**OK**' to complete your application, or click '**Cancel**' and use the '**Previous**' button to navigate to other pages.

Online Application Portal–Exit page



On the exit screen page, you will receive a message that reads:

'Thank you. You have now completed your application.'

You will also have the option to:

- *Print your answers, or*
- *Email your answers.*

You should **save your application to your device.**

**This is the end of the ‘Important Information for
your Beginner Language Experience –
Expression of Interest Form’ document.**

Please contact us if you require any further information or assistance with
completing your online application.

Global Engagement
Department of Education International
Phone: (07) 3513 5737
Email: global.engagement@qed.qld.gov.au

