

Global Engagement

Department of Education International

Chaperones: Conditions of Entry, Program Rules and Privacy Statement



Entry Process

- All applications are received via the Online Application Portal.
- Applications must be received by 5:00 pm on the closing date. Late applications will not be accepted.
- Incomplete applications will not be considered.
- All applicants will be advised via email when their application has been received. Allow a 48 hour turnaround for this process.
- No responsibility will be taken for incomplete, late, misdirected or lost applications.
- Applications must be from individuals and not groups.

Selection Criteria and Process

- Applications will be assessed by a selection panel comprising of Department of Education employees and external stakeholders in alignment with the department's strategic priorities.
- The selection panel will review all applications and shortlisted applicants will proceed to an online panel interview.
- The panel will select the successful program chaperones.
- All applicants will be advised by email of the outcome of their application (successful or unsuccessful).
- The selection panel may select chaperones:
 - based on the department's strategic priorities. This may include distributing opportunities for overseas travel evenly throughout the department's service delivery regions;
 - with consideration to the number of professional programs undertaken by the applicant in the previous three years; and/or,
 - with consideration of language proficiency – depending on individual program requirements, at least one chaperone selected for each program will possess language proficiency to support the group. The second selected chaperone (if applicable) will not be required to have language skills
- 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, which may include airfares (international and domestic), visa, airport taxes, travel insurance,

accommodation and most meals. Refer to each program's webpage for a full list of covered expenses.

- Chaperones' personal expenses, including excess baggage, passport, vaccinations, any excess payable for claims made against the travel insurance policy and incidentals, such as spending money, personal mobile phone charges and personal purchases, must be covered by the chaperones.

Other Conditions

- 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 the conditions listed in this document.
- Applicants may apply for multiple programs however can only be approved to travel once per calendar year.
- At the department's discretion, the program is subject to change or cancellation.
- The program cannot be exchanged and is not redeemable for cash.
- 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; or,
 - visiting family and friends in the country they are travelling.

Program Rules for Successful Chaperones

Before the program I agree to:

- Have current Student Protection training evidence submitted at time of confirmation of chaperone selection.
- Have (or 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 my travelling to the destination.
- Confirm receipt of visa, if required, at least four weeks prior to the program departure date.
- Have (or obtain) a First Aid Certificate, including CPR, at least at least four weeks prior to the program departure date.
- Abide by departmental policies, procedures and guidelines, including but not limited to the [International School Study Tours Supervising Teacher Agreement](#), the [Official International Travel for Business and Professional Development Procedure](#), the [Code of Conduct for the Queensland Public Service](#) and the department's [Standard of Practice](#).

- Complete all departmental forms required to participate in the program, including but not limited to the department's Project Consent Form and the [International School Study Tours Supervising Teacher Agreement](#).
- Disclose personal information where required for travel and health insurance purposes and provide a doctor's certificate stating that I am 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](#).
- Promptly advise the department of any changes to information supplied and of any issues which may affect participation in the program (for example, a change to 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.
- Participate in all pre-program briefings.
- Be available to undertake pre-program chaperoning duties.
- Assist in developing the program itinerary, if required.
- Assist in developing and delivering web conferences with participants, if required.
- Be available the day before selected travel dates to supervise the overnight accommodation of regional students, as required.
- Be available to supervise regional students arriving in Brisbane on the program's selected start date.
- Have my selection in the program revoked if:
 - I do not comply with the Conditions of Entry and Program Rules;
 - I am unable to obtain a passport and/or visa;
 - I do not adhere to departmental policies, procedures and guidelines, including but not limited to the [Code of Conduct for the Queensland Public Service](#) and the department's [Standard of Practice](#);
 - I do not provide a doctor's certificate stating I am fit for international travel in accordance with the terms of cover under the Group Medical Conditions (group policies) listed by [GoSafe Travel Insurance](#);
 - 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);
 - I resign or my employment at a Queensland state school is terminated.
- The department is not responsible for any loss or damage to persons or property if my selection for the program is revoked.

During the program I agree to:

- Abide by departmental policies, procedures and guidelines, including but not limited to the [International School Study Tours Supervising Teacher Agreement](#), [the Official International Travel for Business and Professional Development Procedure](#), the [Code of Conduct for the Queensland Public Service](#) and the department's [Standard of Practice](#).
- Maintain a safe and respectful learning environment for all students participating in the program.
- Comply with all laws of the host country/ies at all times.
- Represent the department as an ambassador for Queensland demonstrating maturity, leadership and a willingness to learn at all times.
- Accept that the department is not responsible for any loss or damage to persons or property if I am sent home in accordance with these rules.

After the program I agree to:

- Be available to supervise regional students departing from Brisbane on the program's selected end date.
- Be available the day after the selected travel dates to supervise the overnight accommodation of regional students, as required.
- Be available to undertake post-program chaperoning duties.
- 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 post-program survey.
- Provide all travel-related receipts to complete the international travel report and other expenses claims in accordance with the [Official International Travel for Business and Professional Development Procedure](#).

Please note:

- 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.

Programs and Prizes Privacy Statement

The Department of Education (the department) is collecting the personal information you provide on this form for the purpose of administrating the [name of program or prize] (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:

<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 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.

