

Chaperones: How to apply for the Tokyo Global Friendship Program

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 principal (or their delegate).
- Noting, **if you are shortlisted for an interview**, your principal (or their delegate) will be contacted to verify and endorse your application.

What are the components of the application?

| | | |
|--------|------------------------------------|---|
| Step 1 | Online Application Portal | <ul style="list-style-type: none"> • Add your details and your school details. • Upload a portrait style photograph of yourself. • Upload the <i>Chaperone applicant declaration, acknowledgement and consent form</i>. • Submit your application. |
| Step 2 | Answer the key questions | <ul style="list-style-type: none"> • Record your responses to the 3 questions as a simple video – up to 3 minutes in duration. • Question 1: <i>Tell us about yourself. Why do you believe you would be a suitable chaperone? What attributes and skills do you bring to the role?</i> • Question 2: <i>How do you plan to foster a positive and supportive environment for the students you are travelling with, both in the lead up to the program and while overseas?</i> • Question 3: <i>What aspects of the experience in Japan do you hope to bring back to your school community, and how will you apply these insights to enhance teaching, learning, and intercultural understanding?</i> |
| Step 3 | Forward your video | <ul style="list-style-type: none"> • Email to: Applications.GlobalEngagement@qed.qld.gov.au. |
| Step 4 | Receive your acknowledgement email | <ul style="list-style-type: none"> • Allow 5 business days for a Global Engagement Project Officer to send an email confirming your submission has been received. |

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 phone 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 unique person and educator.
- 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 that you can proudly represent Queensland as a teacher ambassador, showcasing professionalism, leadership, curiosity, and a commitment to student learning and wellbeing.
- Your video response is an opportunity to highlight the communication skills essential for collaborating effectively with Global Engagement, your chaperone colleague (if applicable), students, and international stakeholders.

How should I respond to the key questions?

- 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. Why do you believe you would be a suitable participant? What attributes and skills do you bring to the role?*

- **Share who you are as a teacher** – your values, motivation, and what drives your interest in this opportunity.
- **Explain** how your teaching experience, leadership, and interpersonal skills align with the responsibilities of a chaperone.
- **Highlight** key attributes such as communication, empathy, organisation, and the ability to build trust with students and colleagues.

Question 2: *How do you plan to foster a positive and supportive environment for the students you are travelling with, both in the lead up to the program and while overseas?*

- **Describe** how you will create a safe, inclusive, and encouraging environment modelling cultural respect, open-mindedness, and curiosity.
- **Highlight** your approach to building confidence and independence in students.
- **Explain** how you will support students through challenges such as homesickness, cultural adjustment, or group dynamics.

Question 3: *What aspects of the experience in Japan do you hope to bring back to your school community, and how will you apply these insights to enhance teaching, learning, and intercultural understanding?*

- **Describe** how observing Japanese culture and experiencing teaching and learning in a Japanese school could give you new ideas or approaches to use in your own classroom.
- **Explain** how you will use the experience to create meaningful learning opportunities that build intercultural understanding.
- **Highlight** how you plan to share your insights with colleagues to support global engagement and learning across your school community.

How should I record my video?



Video: Responding to the key questions
(Up to 3 minutes 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 program 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.
- **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 happens if I am shortlisted for an interview?

- If you are shortlisted, a Global Engagement Project Officer will:
 - Contact your supporting principal (or their delegate), who will be requested to complete an endorsement form, verifying attributes including, but not limited to, professionalism, adaptability and intercultural awareness.

- Invite you to attend an online interview with the selection panel.

What is the interview like?

- Each shortlisted applicant will have a 15-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 criteria is used to assess my application and interview?

- When it comes to application and interview evaluation, we use the following criteria to assess your responses.

| Phase | Descriptor | Indicators |
|-------------------|--|--|
| Capable | Teacher demonstrates good awareness of the chaperone role and readiness to support students in a global experience and the potential to impact their teaching practice. | <ul style="list-style-type: none"> • Shares responses describing openness to learning and purpose and motivation for applying. • Demonstrates understanding of chaperone responsibilities and student wellbeing in an overseas context. • Understands the professionalism and communication required for the role and as an ambassador for Queensland. • Demonstrates a desire to share learnings with their students and colleagues. |
| Proficient | Teacher demonstrates confident, proactive engagement in the role, supporting student growth, aligning with program expectations, and committing to share learnings with students and their school. | <ul style="list-style-type: none"> • Shares thoughtful responses, articulating motivation, a desire to learn and lead, and clear purpose for applying. • Demonstrates initiative in supporting student wellbeing and fostering a positive, inclusive environment. • Demonstrates understanding of the empathy, cultural awareness, and communication needed to represent Queensland and collaborate across cultures effectively. • Commits to sharing insights to enrich learning for students, colleagues and the broader school community. |
| Exemplary | Teacher demonstrates strong leadership, professional judgement, and a committed focus on | <ul style="list-style-type: none"> • Offers reflective, well-developed responses demonstrating clear vision and purpose for applying. • Demonstrates exceptional empathy and initiative in supporting student wellbeing and fostering inclusivity. |

fostering global competence in students and the broader school community.

- Demonstrates capacity to lead as a Queensland teacher ambassador, showing intercultural understanding and guiding students effectively across cultures.
- Connects experiences to student growth, professional development, and school community impact, fostering global competence beyond the opportunity.

What happens if I am successful following the interview?

- If you are successful following the panel interview, you will be contacted by phone to share the exciting news.
- This process may take up to 10 business days post 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 phone.
- This process may take up to 10 business days post interview.
- 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, school, principal name, gender, photograph, mobile number and video image. 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 Tokyo Global Friendship Program. If you do not provide your personal information, we will be unable to process or review your application to be eligible for the Tokyo Global Friendship Program.

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 Tokyo Global Friendship Program, located in Australia and Japan. Please note, this will only occur if your application is successfully selected for the Tokyo Global Friendship Program.

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