

# Schools: Eligibility requirements and conditions for the Kobe Brisbane Student Program

## Key eligibility criteria and conditions:

- **For the school:**

- Be a state high school located in the Brisbane local government area and offer Japanese language as a subject for students.
- Be able to nominate a staff member who will act as a liaison with whom all program arrangements will be made.
- Be able to nominate up to 8 Years 8-9 students who study Japanese language as part of their schooling, and 2 teachers to accompany the students as chaperones for the duration of the trip (1 teacher will possess Japanese language proficiency).
- Be available to travel to Japan in September 2027.
- Reciprocally host the inbound student group from Kobe, Japan for the duration of the program in August 2027.
- Coordinate the Kobe students' school-based itinerary, including English language lessons and the arrangement of a suitable venue for welcome and farewell functions.
- Ensure your Expression of Interest (EOI) is complete; incomplete EOIs will not be considered, and no responsibility will be taken for late, misdirected or lost EOIs.
- Be aware that the department reserves the right, at any time, to verify the validity of your entry or disqualify your application if it does not meet the conditions listed in this document.

- **For the selected students:**

- Be a full time Year 8 or 9 student enrolled at the school.
- Study Japanese language as part of their schooling and intend to continue with the study and use of Japanese language.
- Be an Australian citizen, permanent resident of Australia or a New Zealand citizen residing in Australia.
- Have (or be willing to obtain) a passport with at least six months' validity from the date of return to Queensland and ensure there are no restrictions on their travelling to the destination.
- Be available to travel to Japan in September 2027.
- Confirm receipt of visa, if required, at least four weeks prior to the program departure date.
- Be willing to disclose personal information where required for travel and health insurance purposes and 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](#).

- Abide by the [International School Study Tours Student Participant Agreement](#) and follow the school's Code of Conduct during the program, under the care of supervising teachers and other adults.
- Be willing to represent Queensland with maturity, leadership, and openness to learning as a student ambassador.
- Be willing to abide by the rules and conditions of the program, including those of the host school, host family and other institutions, actively participate in all activities that form part of the program, and comply with the laws of the host country/ies.
- Have parent(s)/guardian(s) consent to be selected to participate in the program or be a department recognised independent student.

- **For the selected chaperones:**
  - Be a fully registered teacher at a Queensland state school.
    - 1 chaperone will be a qualified Japanese language teacher.
  - Be permanently employed at the time of application and program delivery.
  - Be an Australian citizen, permanent resident of Australia or a New Zealand citizen residing in Australia.
  - Have (or be willing to obtain) a passport with at least six months' validity from the date of return to Queensland and ensure there are no restrictions on their travelling to the destination.
  - Be available to travel to Japan in September 2027.
  - Confirm receipt of visa, if required, at least four weeks prior to the program departure date.
  - Have (or be willing to obtain) a First Aid Certificate, including CPR.
  - Be willing to disclose personal information where required for travel and health insurance purposes, and 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](#).
  - Abide by 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](#) during the program.
  - Be willing to appropriately represent Queensland as a teacher ambassador demonstrating leadership and a willingness to learn.
  - Be willing to abide by the rules and conditions of the program, including those of the overseas education institution, actively participate in all activities that form part of the program, and comply with the laws of the host country/ies.
  - Be willing to accept General and/or Lead Chaperone responsibilities, including:

- General Chaperone: Support pre-program activities, prepare program documentation, liaise with students and Global Engagement team, ensure student welfare and complete post-program tasks.
- Lead Chaperone: In addition to the General Chaperone duties, manage travel advances and financial acquittals, liaise with international partners and the department, and oversee risk management during the program. The Lead Chaperone must have prior experience leading student groups.

## Further requirements and conditions for the successful school and selected applicants:

### Administrative requirements and responsibilities (before travel):

- **For selected students:**
  - 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 Student Participant Agreement](#).
  - Promptly advise the school and the department of any changes to information supplied in departmental forms and any issues which may affect participation in the program (for example, changes to health, family situation, financial circumstances, school, or a need for any special requirements or assistance during the program).
  - Ensure the department always has up-to-date contact details for the student and their parent(s)/guardian(s).
  - Participate in all pre-program briefings and events.
  - Comply with all reasonable requests by the department for any additional information or documentation.
- **For selected chaperones:**
  - 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](#).
  - Have current Student Protection training evidence submitted at time of confirmation of chaperone selection.
  - Promptly advise the school and the department of any changes to information supplied in departmental forms and any issues which may affect participation in the program (for example, changes to health, family situation, financial circumstances, school, or a need for any special requirements or assistance during the program).
  - Ensure the department always has up-to-date contact details for the chaperone and their emergency contacts.

- Participate in all pre-program briefings and events, and undertake pre-program chaperoning duties.
- Assist in developing the program itinerary (if required).
- Assist in delivery of online information sessions with participants (if required).
- Comply with all reasonable requests by the department for any additional information or documentation.

#### **Program expectations and conditions (during the program):**

- **For selected students:**

- Understand that information may be provided to the student's parent(s)/guardian(s) about them, including (but not limited to) their behaviour on the program and any health or wellbeing issues or concerns.
- Accept that the department is not responsible for any loss or damage to persons or property if the student is sent home in accordance with these rules.

- **For selected chaperones:**

- Maintain a safe and respectful learning environment for all students participating in the program.
- Accept that the department is not responsible for any loss or damage to persons or property if the chaperone is sent home in accordance with these rules.

#### **Post-program obligations:**

- **For selected students:**

- Make presentations about the program to the school community, if requested.
- Participate in all post-program briefings and complete a post-program survey.

- **For selected chaperones:**

- Make presentations about the program to the 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](#), if required.
- Assist with information sessions and interviews for students and chaperones for the following year, if required.

#### **Program funding and expenses:**

- The department will cover participants' program expenses, which may include airfares (domestic and international), visa, travel insurance, accommodation and most meals. Refer to each program's webpage for a full list of covered expenses.

- Participants are responsible for their personal expenses, including excess baggage, passport, vaccinations, any excess payable for claims made against the travel insurance policy, and incidentals, such as spending money, mobile phone charges and personal purchases.

#### **Program nature and limitations:**

- The program is not intended for personal tourism before, during, or after the program, nor for visiting family or friends in the country you are travelling to.
- At the department's discretion, the program is subject to change or cancellation.
- The program cannot be exchanged and is not redeemable for cash.

#### **Revocation of selection:**

- Selection in the program may be revoked if participants:
  - do not comply with the conditions as stated in this document;
  - are unable to obtain a passport and/or visa;
  - do not adhere to departmental policies, procedures and guidelines, including but not limited to the school's Code of Conduct, [Code of Conduct for the Queensland Public Service](#) and the department's [Standard of Practice](#);
  - do not provide a doctor's certificate stating the participant is fit for international travel in accordance with the terms of cover under the Group Medical Conditions (group policies) listed by [GoSafe Travel Insurance](#) and/or the department is unable to obtain an appropriate level of travel insurance coverage for the participant ('appropriate' will be determined by the department in its absolute discretion); and,
  - are suspended or expelled from school and/or do not maintain a school attendance and behaviour record that is satisfactory to the department (for students); and
  - resign or your employment at a Queensland school is terminated (for chaperones).
- The department is not responsible for any loss or damage to persons or property if selection for the program is revoked, or if participant(s) are sent home in accordance with these requirements and conditions.

#### **Updates to requirements and conditions:**

- These requirements and conditions may be updated if additional or varied rules are required.
- You must follow any revised program rules if notified.
- The department is not responsible for any loss or damage resulting from failure to adhere to the program conditions.