

Global Engagement  
Department of Education International

# Chaperones: Important Information for your Tokyo Experience School Application



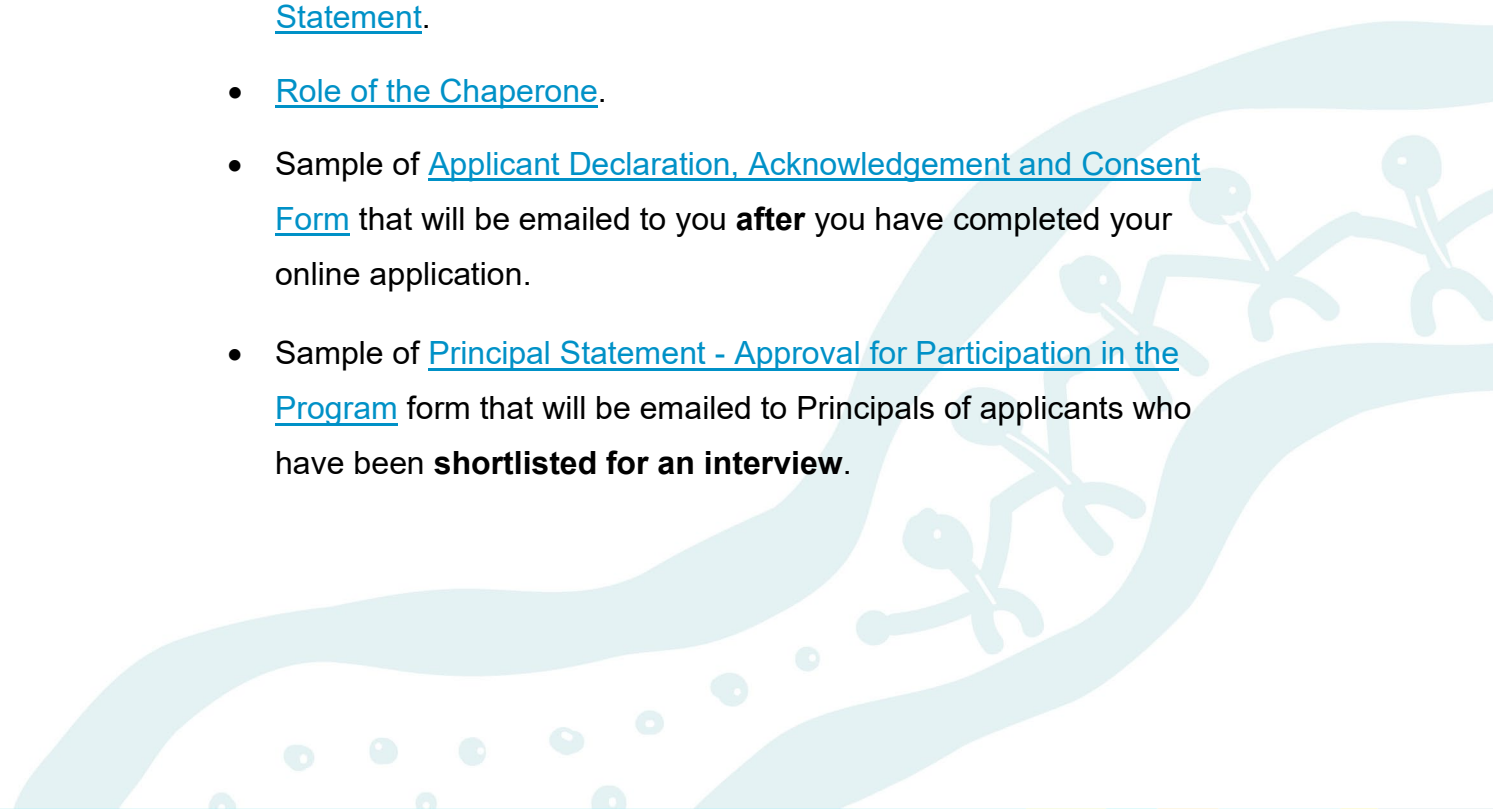
## Introduction:

The following pages contain essential information about the online application process.

### **This document gives you the opportunity to:**

- Review the supporting documents for your online application.
- Discuss this opportunity with your Principal (*or delegate*).
- **Note:** If shortlisted, your Principal (*or delegate*) will be contacted to verify and endorse your application.
- **Note:** If shortlisted, your Principal is required to sign the **Principal Statement - Approval for Participation in the Program** form.

### **In this document, you will find:**

- Screenshots of the Online Application Portal.
  - The questions you will need to answer for your application.
  - [Chaperones: Eligibility Requirements for Tokyo Experience School Prize.](#)
  - [Chaperones: Conditions of Entry, Program Rules and Privacy Statement.](#)
  - [Role of the Chaperone.](#)
  - Sample of [Applicant Declaration, Acknowledgement and Consent Form](#) that will be emailed to you **after** you have completed your online application.
  - Sample of [Principal Statement - Approval for Participation in the Program](#) form that will be emailed to Principals of applicants who have been **shortlisted for an interview**.
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**Important tips about the Online Application Portal:**

- Once you begin, you must complete and submit your 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.



# The Online Application Portal

Screen captures and the application questions





### Tokyo Experience School - Chaperone Application Portal

The Tokyo Experience School is an exciting program that offers Queensland Year 10 students an exciting opportunity to be immersed in the rich culture of Japan, enhance their Japanese language skills and experience life in the vibrant city of Tokyo.

Participants will experience Japanese school life at a local Tokyo high school, where they will practice and develop their language skills through participation in a variety of classes and activities. Participants will also delve into Japan's rich historical and cultural heritage, visit significant sites and landmarks and engage in industry visits.

Through this program, participants not only improve their language skills and deepen their appreciation for Japan's rich heritage; they also cultivate the knowledge, skills and cultural awareness needed to thrive in an increasingly interconnected world.

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### Chaperone Apply Now - Tokyo Experience School

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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 Tokyo Experience School Program (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](mailto: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](http://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 Tokyo Experience School!

### Important:

- Before you apply, you must read the [Chaperones: Important Information for your Tokyo Experience School Application](#) so you know what questions you will have to answer.
- Once you begin, you must complete and submit 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.

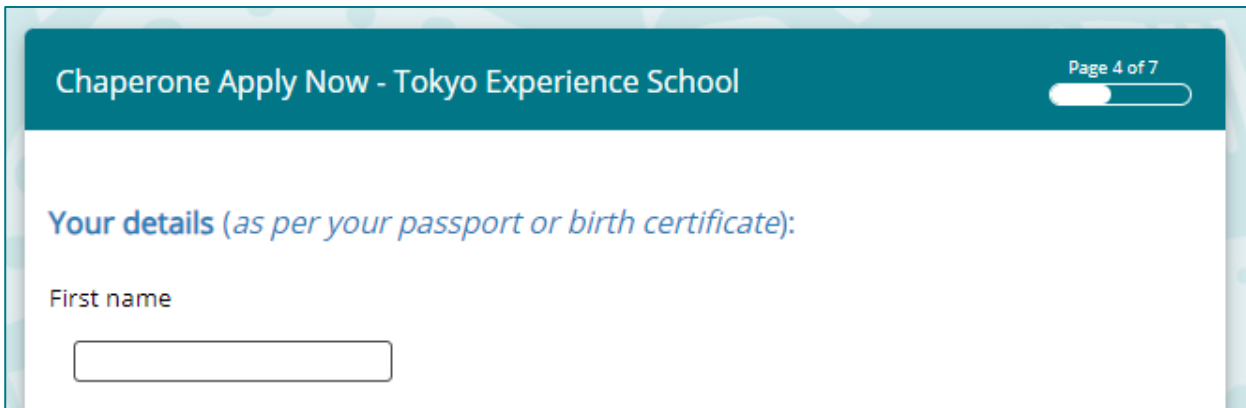
### Before applying, I confirm I have been to the Tokyo Experience School webpage and have:

- Read the **Chaperones: Eligibility Requirements for Tokyo Experience School** document.
- Read the **Chaperones: Conditions of Entry, Program Rules and Privacy Statement** document.
- Read the **Role of the Chaperone** document.
- Read the **Applicant Declaration, Acknowledgement and Consent Form** (*emailed after you have completed your online application*)
- Discussed the opportunity with my Principal (or delegate) to confirm their support, including approval of program participation if selected.
- **Noted:** If I am shortlisted for an interview my Principal (*or delegate*) will be contacted to verify and endorse my application.
- **Noted:** If I am shortlisted for an interview my Principal will be required to sign the **Principal Statement - Approval for Participation in the Program** form.

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## Online Application Portal–Page 4



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

First name

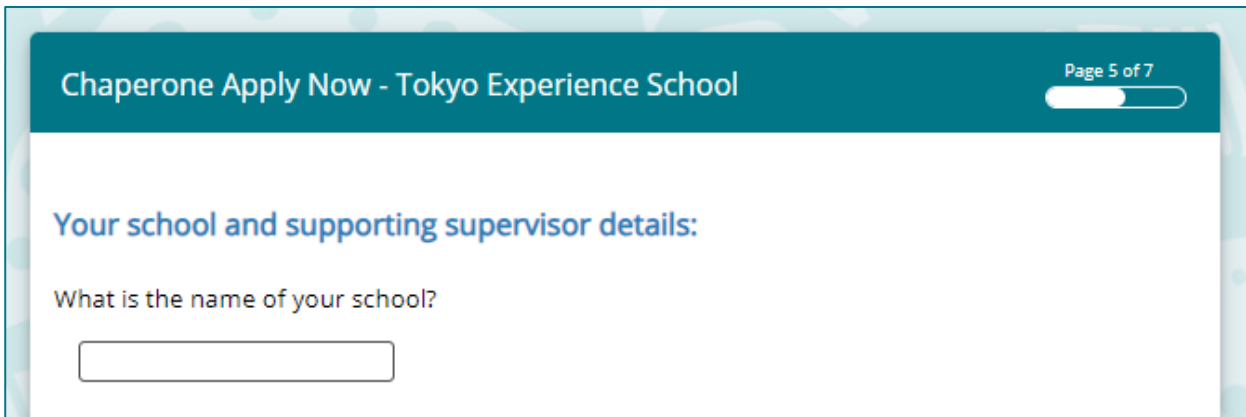
On this page, you will be asked to provide the following information:

**Your 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 mobile number?*
- *What is your email address? (You must use your school email address)*
- *Have you travelled overseas before?*
- *Have you participated in a Global Engagement program before?*
- *What is your Queensland College of Teachers registration number?*
- *What is your Department of Education employee ID (If applicable)?*



## Online Application Portal–Page 5



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**Your school and supporting supervisor details:**

What is the name of your school?

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

### **Your school and supporting teacher details:**

- *What is the name of your school?*
- *What is your school's post code?*
- *What is the name of your Principal?*
- *Please provide the school email address for your Principal.*
- *Please provide the name of your supporting supervisor (Principal or delegate) to endorse your application and suitability for the program if you are shortlisted for an interview.*
- *School email address for your supporting supervisor (Principal or their delegate).*
- *Briefly list your teaching subjects and specialisations.*

## Online Application Portal–Page 6

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**Photo and responses to the four key questions:**

**Upload a current photo of yourself:**

Make sure your photo is **clearly labelled with your full name** so we can identify you easily when we download your application. You may upload **.jpeg** and **.png** images. **Make sure the file size is small.**

On this page, we ask you to upload a photo of yourself. The instruction is:

**Upload a current photo of yourself:**

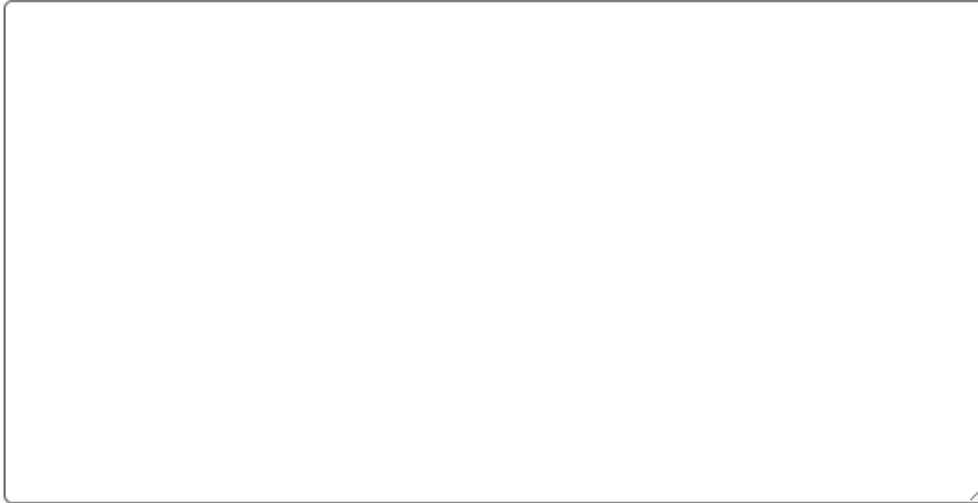
Make sure your photo **is clearly labelled with your full name** so we can identify you easily when we download your application. You may upload **.jpeg** and **.png** images. **Make sure the file size is small.**

## Online Application Portal–Page 6

Answer the four key questions:

**Question 1:** Tell us about yourself. Why do you believe you would be a great chaperone? What attributes and skills do you bring to the role?

*(2000 characters maximum - approx. 300 words)*



Underneath the ‘*Upload a current photo of yourself*’ section, you will find the **four key questions**. The purpose of these questions is to learn more about you. You should prepare your responses ready to ‘cut and paste’ into the Online Application Portal.

**The four key questions are:**

**Question 1:** Tell us about yourself. Why do you believe you would be a great chaperone? What attributes and skills do you bring to the role?

*(2000 characters maximum - approx. 300 words)*

## Online Application Portal–Page 6

**Question 2:** How do you plan to foster a positive and supportive environment for the students during the cultural immersion experience? In challenging situations, what strategies will you use to help them navigate cultural differences and promote understanding of diverse perspectives?

*(2000 characters maximum - approx. 300 words)*

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*(2000 characters maximum - approx. 300 words)*

**Question 3:** How will this opportunity help you to grow professionally, enhance your global competence skills, and build the global competence of your students, other teachers and the broader school community?

*(2000 characters maximum - approx. 300 words)*

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*(2000 characters maximum - approx. 300 words)*



## Online Application Portal–Page 6

**Question 4:** Can you share an example of how you have inspired students or colleagues to develop a global perspective or engage with global issues?  
*(2000 characters maximum - approx. 300 words)*

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*(2000 characters maximum - approx. 300 words)*



## Online Application Portal–Page 7

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**Thank you for applying for the Tokyo Experience School!**

**Next Steps:**

- A Project Officer will send you a confirmation email after reviewing your application. You will be required to sign the **Applicant Declaration, Acknowledgement and Consent Form** at this point.
- Please allow up to 5 business days to receive the confirmation email.
- Once all applications are processed, a panel will review and shortlist.
- All applicants will be notified of the outcome from the shortlisting stage via email.
- If shortlisted, a Project Officer will:
  - Contact your supporting supervisor (*Principal or delegate*) to endorse your application and suitability for the program.
  - Contact your Principal who will be required to sign the **Principal Statement - Approval for Participation in the Program** form.
- Shortlisted applicants will be invited to an interview with a selection panel.
- Interviews will be conducted online via Microsoft Teams.
- All interviewed applicants will be notified of the outcome via email from the Director, Global Engagement.
- Further details about the selection process can be found in the **Chaperones: Conditions of Entry, Program Rules and Privacy Statement**.
- If you have any further questions, contact [global.engagement@qed.qld.gov.au](mailto:global.engagement@qed.qld.gov.au).

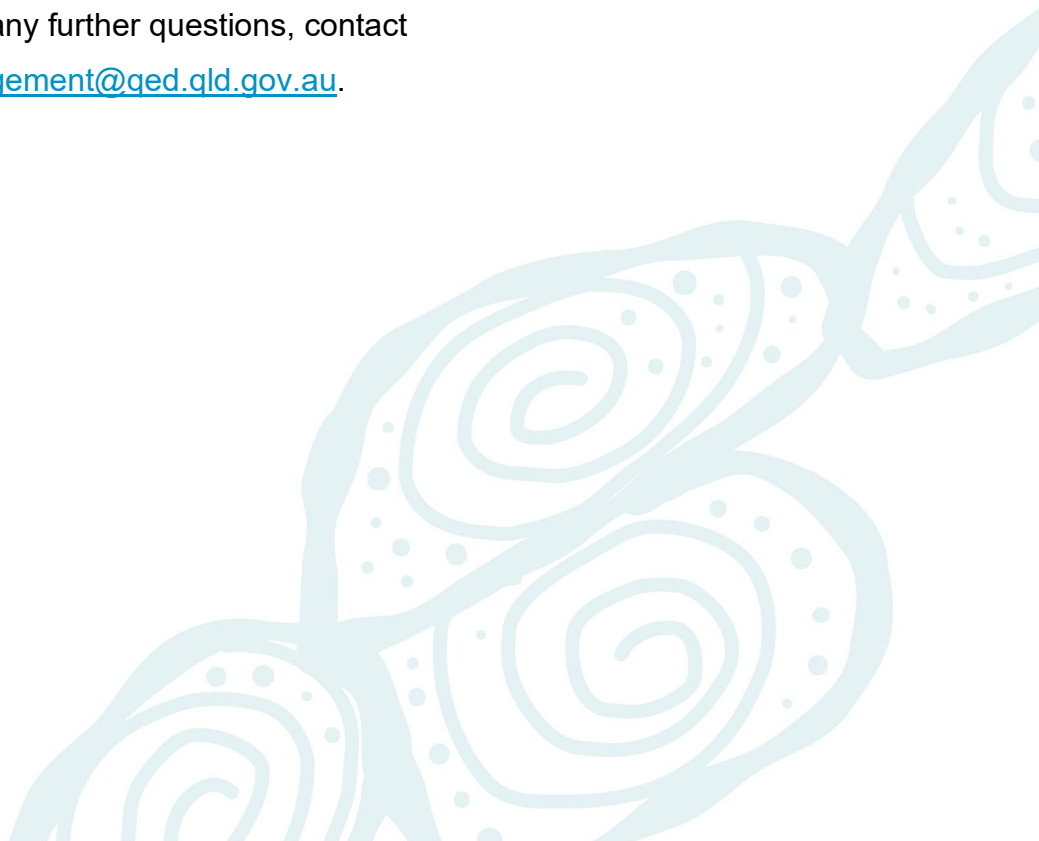
[Previous](#) [Finalise](#)

The information on page 7 reads:

### Next Steps:

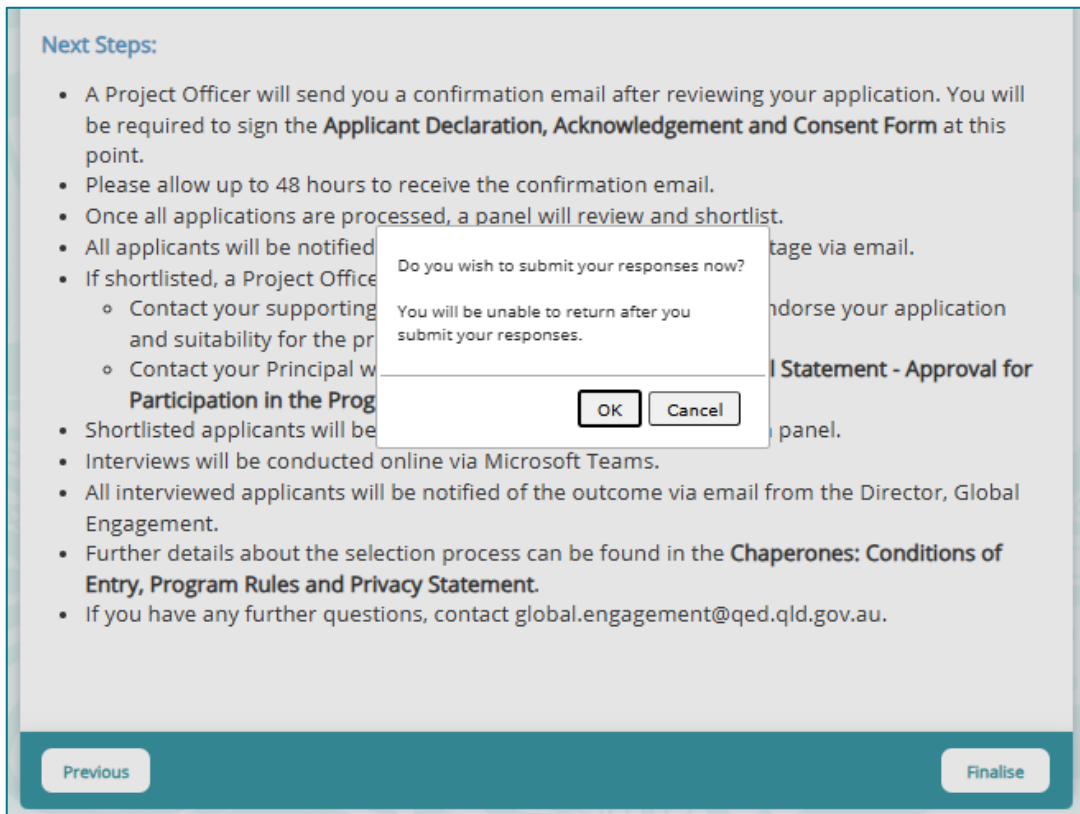
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**Note:** When you click the 'Finalise' button, a message will pop up. It states:

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



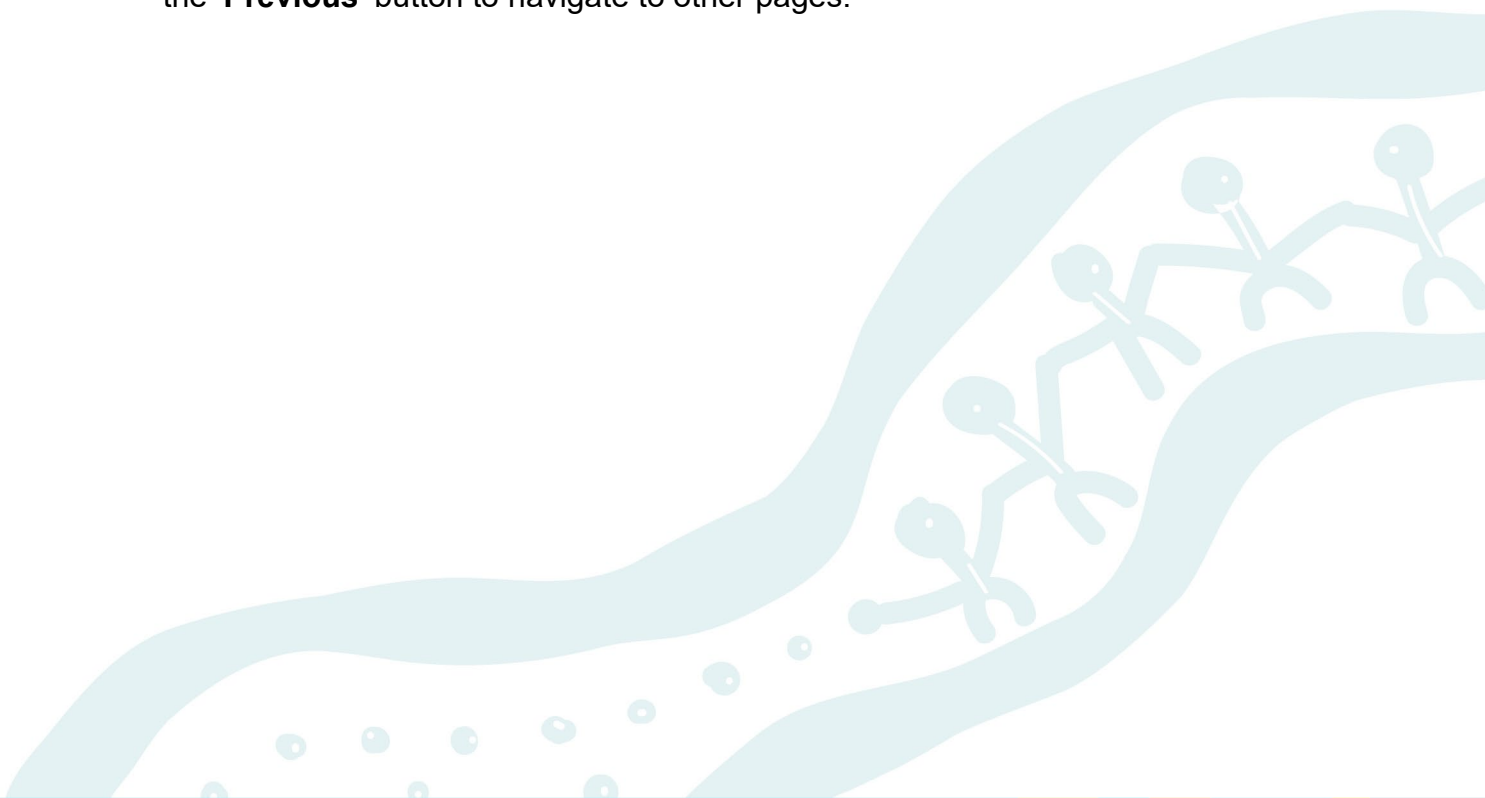
The screenshot shows a 'Next Steps' panel with a list of instructions. A dialog box is overlaid on the panel, asking for confirmation to submit responses. The dialog box contains the text: 'Do you wish to submit your responses now? You will be unable to return after you submit your responses.' Below the text are 'OK' and 'Cancel' buttons. The panel also features 'Previous' and 'Finalise' buttons at the bottom.

**Next Steps:**

- A Project Officer will send you a confirmation email after reviewing your application. You will be required to sign the **Applicant Declaration, Acknowledgement and Consent Form** at this point.
- Please allow up to 48 hours to receive the confirmation email.
- Once all applications are processed, a panel will review and shortlist.
- All applicants will be notified via email.
- If shortlisted, a Project Officer will contact you to endorse your application and suitability for the program. You will need to sign a **Statement - Approval for Participation in the Program**.
- Shortlisted applicants will be interviewed by a panel.
- Interviews will be conducted online via Microsoft Teams.
- All interviewed applicants will be notified of the outcome via email from the Director, Global Engagement.
- Further details about the selection process can be found in the **Chaperones: Conditions of Entry, Program Rules and Privacy Statement**.
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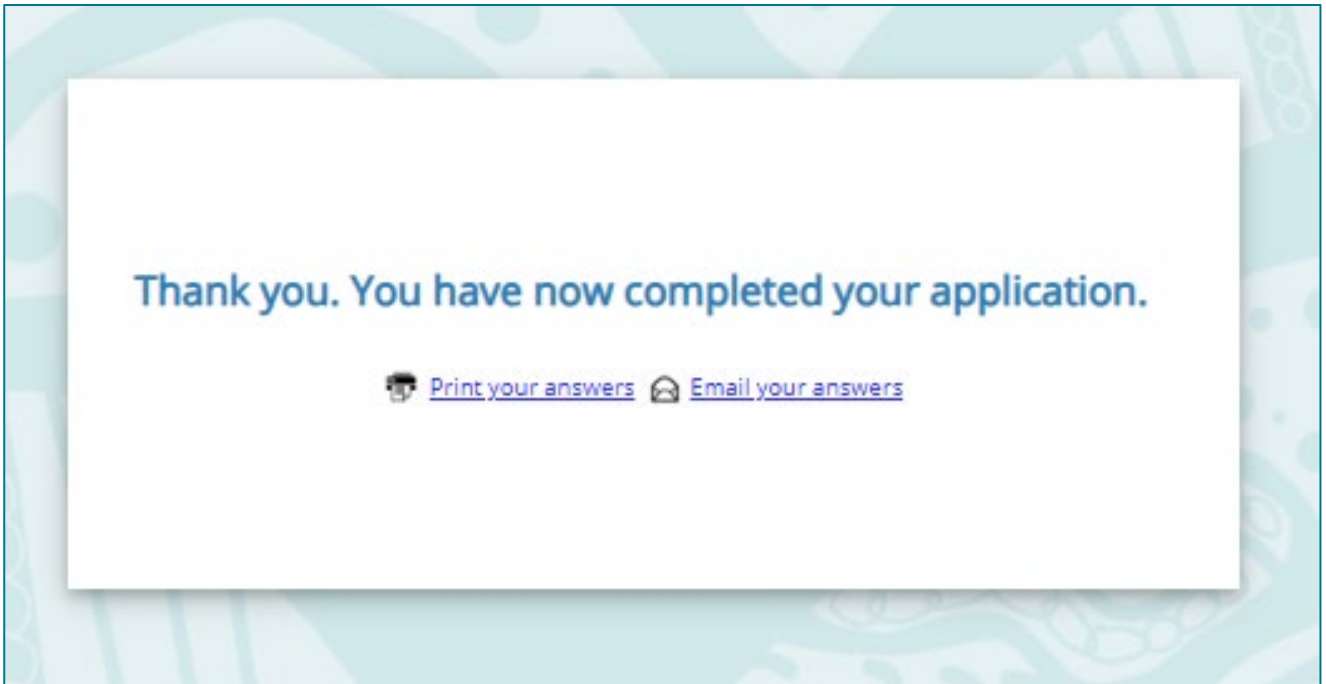
**Previous** **Finalise**

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 **email your answers to yourself** and **save them to your device**.

This is the end of the **‘Chaperones: Important Information for your Tokyo Experience School Application’** 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@ged.qld.gov.au](mailto:global.engagement@ged.qld.gov.au)

