

Beyond the Range Professional Experience Grant

Supporting Documentation Checklist – Semester 1, 2022

Candidates can apply for the semester 1, 2022 Beyond the Range Professional Experience Grant (grant) for professional experience placements (placement) undertaken between **24 January to 24 June 2022** via the Smart Jobs website at [<https://smartjobs.qld.gov.au/jobs/QLD-C0394316-21>].

To apply, log into the Smart Jobs account (green 'apply online' button at the bottom of the Smart Jobs website above) and complete an online questionnaire and **under the 'attach resume' section** ¹upload **all** the following documentation:

Current tertiary enrolment/results

- 3rd and 4th year undergraduate (UG) and 2nd year postgraduate (PG) preservice teachers (candidates) - current unofficial academic transcript of the Initial Teacher Education (ITE) program that includes: full name, student number, results to-date, and the units currently enrolled in for semester 1, 2022.
- 1st year PG candidates - evidence of enrolment in the ITE program in semester 1, 2022 (or an unofficial academic transcript that shows the units enrolled in for semester 1, 2022).

Queensland Working with Children Blue Card [<https://www.bluecard.qld.gov.au/>]

A scanned copy of a valid blue card that shows the candidates full name, blue card number, and the expiry date. The card must be current during the placement.

If waiting on a new blue card, correspondence from the blue card services team with the candidate's full name, blue card number, and the expiry date may suffice. An online validation will be completed using the details provided and if the details can't be verified, a scanned copy of the valid blue card will need to be provided when received.

Proof of placement/placement confirmation

Written evidence of the confirmed placement at a Queensland Government state school (state school). Placements at private schools will not be accepted nor will schools that have a transfer rating of 1-3 (⁴[eligible schools must be rated transfer 4-7](#)).

The evidence must show the following placement details: the candidate's full name, name of the host school and the start and end dates of the consecutive placement. Evidence can include:

- ²Griffith, Monash, SCU, USC candidates - a screenshot/snippet from Sonia. In addition to the placement details above, this evidence must also show the candidate's name in the top right of the computer screen (it won't show on the mobile);
- ³ACU, JCU, QUT, UQ, USQ, candidates - a screenshot/snippet from InPlace. In addition to the placement details above, this evidence must also show the candidate's student number in the top right of the computer screen (it won't show on the mobile);
- an email confirmation from the HEI placement coordinator; Department of Education regional staffing officer; or confirmation from the host school. In addition to the placement details above, the evidence must also show the email address of the sender and the candidate; and the date the email was sent/received.

Consideration for the grant will not occur without this written evidence that include the details specified above.

Curriculum Vitae/Resume – This should include: employment history, skills/ competencies, achievements (educational, awards, scholarships), volunteer/work experience opportunities, and community involvement etc.

Professional experience placement reports - Attach any signed and dated final reports received to-date.

²Griffith University, Monash University, Southern Cross University, University of the Sunshine Coast, ³Australian Catholic University, James Cook University, Queensland University of Technology, University of Queensland, University of Southern Queensland

⁴Schools in the North Coast region are exempt from the grant.

Further information

It's strongly recommended candidates review the Frequently Asked Questions and the Fact Sheet provided at the bottom of the Smart Jobs website (noted above) in the 'documents' section above the green 'apply online' button or contact the Scholarships and Grants team, Human Resources, Department of Education by email at [scholarships@qed.qld.gov.au] or phone 07 3055 2969.

Notes/tips

- ¹Candidates experiencing difficulty uploading the documents due to the size limit, are to upload what they can to their [Smart Jobs](#) application and email the remainder to [scholarships@qed.qld.gov.au]. No need to prepare/upload a cover note or ID.
- Snips, screenshots or PDF print documents that don't show the candidate's name and other identifying information on it **will not be accepted** and will result in a delayed application. We need to see the documentation submitted belongs to the candidate applying for the grant! This especially applies to the academic transcript and the placement confirmation (refer above).
- Candidates' will receive a generic email from the Smart Jobs portal confirming the submission of the application. The scholarships and grants team will contact candidates from this email address [scholarships@qed.qld.gov.au] if documents are missing and/or to offer the grant. Candidates should regularly check their SPAM/Junk/Bin/Trash folders as messages from this email address are often 'filed' in these folders.