

# Regional Professional Experience Grant

## Documentation Checklist – Semester 1, 2023

Eligible preservice teachers (candidates) can apply for the Semester 1, 2023 **Regional Professional Experience Grant** (grant) for professional experience placements (placement) undertaken between 23 January to 2 June 2023 online via the Smart Jobs website at <https://bit.ly/RPEGS123>

To apply, log into the Smart Jobs account (green 'apply online' button at the bottom of the [Smart Jobs website](#)), complete an online questionnaire (it will appear after the personal details) and **under the 'attach resume' section** upload<sup>1</sup> all the following documentation:

### 1. Current enrolment and results to-date<sup>2</sup>

- 3<sup>rd</sup> and 4<sup>th</sup> year undergraduate (UG) and 2<sup>nd</sup> year postgraduate (PG) candidates - current unofficial academic transcript of the [Initial Teacher Education \(ITE\) program](#). The transcript must include the: candidate's full name, student number, results to-date, and the unit/s enrolled in for Semester 1, 2023.
- 1<sup>st</sup> year PG candidates - evidence of enrolment in the ITE program in Semester 1, 2023 (or an unofficial academic transcript that shows the unit/s enrolled in for Semester 1, 2024).

### 2. Queensland Working with Children Blue Card<sup>2</sup>

A copy of the [blue card](#) that shows: currency during the placement, the candidate's full name, blue card number, and expiry date. 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. Interstate candidates will need to apply for a card.

### 3. Placement confirmation at eligible school<sup>2</sup>

Written evidence of the (minimum consecutive) 15-day placement at a Queensland state school (state school) that has a [transfer rating of 2-3](#) and must show the following placement details on the same page: the name of the host school and the start and end dates and the following additional information - accepted evidence can include:

- CQU, Griffith, Monash, SCU, USC, candidates<sup>3</sup> - a screenshot/snippet from Sonia Online. In addition to school name and dates of the placement, the evidence must include: the candidate's name (in the top right under the logo – use a computer)
- ACU, JCU, QUT, UQ, USQ, candidates<sup>4</sup> - a screenshot/snippet from InPlace. In addition to the school name and dates of the placement, the evidence must include: the candidate's student number (in the top right under the logo – use a computer)
- an email confirmation from the HEI placement coordinator; Department of Education regional staffing officer; or confirmation from the host school. This evidence must also show (on the same page as the placement details above), the full email addresses of the sender and the candidate, the date the email was received, and the signature block of the sender.

### 4. Curriculum Vitae/Resume<sup>2</sup>

This should include: employment history, skills/competencies, achievements (educational, awards, scholarships), volunteer/work experience opportunities, community involvement etc. Cover letters and ID are not required.

### 5. Professional experience placement reports<sup>2</sup> - attach any signed and dated final reports received to-date.

<sup>2</sup>Documents don't need to be certified by a JP as long as they are 'official looking' and contain the requested information | <sup>3</sup>Central Queensland University, Griffith University, Monash University, Southern Cross University, University of the Sunshine Coast | <sup>4</sup>Australian Catholic University, James Cook University, Queensland University of Technology, University of Queensland, University of Southern Queensland

### Further information

Detailed information is provided on the [Smart Jobs website](#). The Scholarships and Grants team can answer any other questions by email at [scholarships@qed.qld.gov.au](mailto:scholarships@qed.qld.gov.au) or by phone at (07) 3055 2969 during business hours.

### Notes/tips

- <sup>1</sup>Candidates having trouble uploading the documents or amending applications due to the size limit could try: a different browser; only upload what is requested; combine the documents; upload what it will allow and email the remainder to [scholarships@qed.qld.gov.au](mailto:scholarships@qed.qld.gov.au)
- Candidates who experience trouble amending a submitted application can email amendments to [scholarships@qed.qld.gov.au](mailto:scholarships@qed.qld.gov.au)
- Snips, screenshots, or PDF print documents that don't show the candidate's name and other requested identifying information **will not be accepted** and will result in a 'pending' application. If unsure, check Google for examples. 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 1 & 3 above).
- <sup>2</sup>The grant application **will not proceed until receipt of the placement confirmation is provided in writing**. If confirmation isn't available until the commencement of the placement, if provided with a complete application, the grant will be provided whilst on placement). If in doubt, a conditional offer can be provided that confirms eligibility for the grant. Email the name of the proposed school/s, current residential address and the dates of placement to [scholarships@qed.qld.gov.au](mailto:scholarships@qed.qld.gov.au) - a response confirming eligibility will be provided within 5 business days.
- Candidates will receive a generic email from the Smart Jobs portal confirming submission of the application. The scholarships and grants team will contact candidates from this email address [scholarships@qed.qld.gov.au](mailto:scholarships@qed.qld.gov.au) if documents are missing and/or to offer the grant. Candidates should regularly check their bin/junk/SPAM/trash folders as messages from this email address are often 'filed' in these folders. Please add this email address to your 'safe senders' list.