

Regional Professional Experience Grant

Supporting Documentation Checklist – Semester 2 2023

Eligible preservice teachers (candidates) can apply for the Semester 2 2023 *Regional Professional Experience Grant* (grant) for professional experience placements (placement) undertaken in a QLD state school (that is within a priority location and has a transfer rating of TR2-TR3) between **10 July and 8 December 2023** via the Smart Jobs website at <https://bit.ly/RPEG-2023S2>

To apply, log into Smart Jobs (green 'apply online' button at the bottom of the [Smart Jobs website](#)), complete an online questionnaire (it will appear after the personal details are completed) and **under the 'attach files' section upload¹ all of the following:**

1. Current enrolment and results to-date¹

- 3rd and 4th year undergraduate (UG) (i.e., 4-year Bachelor of Education) and 2nd year postgraduate (PG) (i.e., 2-year Master of Teaching) 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 units enrolled in for Semester 2 2023.
- 1st year PG candidates – evidence of enrolment in the ITE program for Semester 2 2023. This could include a letter from the university confirming enrolment or an unofficial academic transcript that shows the units to be studied in Semester 2 2023.

2. Queensland Working with Children Blue Card¹

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 physical 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 blue card. This process can take several weeks. Refer to the 'prove your identity' section on the [Queensland Government website](#) which outlines the process to follow.

3. Placement confirmation^{1,2}

Written evidence of the (minimum consecutive) 15-day placement at a QLD state school (school) that is within a priority location³ and has a transfer rating of 2-3, must be provided. **Accepted evidence must include all the details below on the same page:**

- Placement program* – a snip/screenshot/PDF that shows the state school's name, the start and end dates of the placement, and the candidate's name (Sonia Online⁴ – top right under the logo) or student number (InPlace⁵ – top right under the logo).
- A PDF of an email confirmation from: the university placement coordinator; Department of Education staffing officer; or the state school where the placement will be completed. The email **must show:** the school's name, the start and end dates of the placement, the full email addresses of the sender and the candidate, the date the email was received, and the signature block of the sender.

*This evidence can only be accessed via a computer. The tablet/smartphone doesn't capture all the required information.

4. Curriculum Vitae/Resume¹

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

5. Professional experience placement reports⁴ – All signed and dated final reports completed by the supervisor/mentor teacher or representative at the state school. Attendance logs aren't required.

³Schools in the North Coast & Metropolitan South are exempt from the grant unless otherwise highlighted on the location maps provided on the [Smart Jobs website](#).

⁴Sonia Online: Curtin, Central QLD University, Edith Cowan, Griffith University, Monash University, Southern Cross University, University of the Sunshine Coast.

⁵InPlace: Australian Catholic University, James Cook University, QLD University of Technology, University of QLD, University of Southern QLD.

Further information

Detailed information about the grant 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 or by phone at (07) 3055 2969 during business hours.

Notes/tips

- ¹Candidates having trouble uploading the documents to Smart Jobs due to the size limit and/or or amending the application after it has been submitted, should try: (a) a different browser; (b) only upload what is requested; (c) combine the documents; (d) upload what it will allow and email the rest to scholarships@qed.qld.gov.au. The documents don't need to be certified by a JP providing they are 'official' looking.
- ²The grant application **will not proceed until evidence of the placement confirmation is provided**. If the confirmation isn't available before commencement of the placement, if eligible, the grant will be provided while on placement. To confirm eligibility for the grant, a conditional offer can be provided. To request this, candidates should email the name of the school/s, current home address, and the dates of placement to scholarships@qed.qld.gov.au. A response confirming eligibility for the grant will be provided within 5 business days.
- Snips, screenshots, or Microsoft to PDF print **documents that don't show the requested information above will not be accepted** and will result in a 'pending' application. If unsure on what to provide, check Google for examples. We need to see that the documents belong to the candidate applying for the grant. This especially applies to the academic transcript and the placement confirmation.
- 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 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.