Regional Professional Experience Grant
Supporting Documentation Checklist – Semester 1 2024

Eligible preservice teachers (candidates) can apply for the Semester 1 2024 *Regional Professional Experience Grant* (grant) for professional experience placements (placement) undertaken in a QLD state school (state school), that is within a priority location and has a **transfer rating of TR2-TR3**) between **22 January to 21 June 2024** via the Smart Jobs website at bit.ly/QLDDoEBTRG

To apply, log into Smart Jobs (green 'apply online' button at the bottom of the [Smart Jobs website](#) – an account may need to be created), complete an online questionnaire and **under the 'upload files' section**, upload [1] **all of the following documents**:

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1. Current enrolment and results to-date [1]

- 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, all results, and the units enrolled in for Semester 1 2024.
- 1st year PG candidates – evidence of enrolment in the ITE program for Semester 1 2024. This could include a letter from the university confirming enrolment or an unofficial academic transcript that shows the units to be studied in Semester 1 2024.

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2. Queensland Working with Children Blue Card [1]

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.

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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 location[3] and has a transfer rating of 2-3 must be provided. **Accepted evidence must include all the details below <u>on the same page</u>**:

- 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 Online [4] – top right under the logo) or student number (InPlace[5] – 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 <u>email must show on the same page</u>: 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.

*The required evidence only shows on the computer. The tablet/smartphone doesn't capture all the required information.

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4. Curriculum Vitae/Resume [1]
– This should include: employment history, skills/competencies, achievements (education, awards, scholarships, grants received), volunteer/work experience opportunities, community involvement etc. Cover letters and ID are not required and won't be read.

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5. Professional experience placement reports [1]
– All signed and dated final reports completed by the supervisor/mentor teacher or representative at the school. Attendance logs aren't required.

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[3] Schools in the North Coast & Metropolitan South are exempt from the grant unless otherwise highlighted orange on the maps provided on the [Smart Jobs website](#).
[4] Sonia Online: Curtin, Central QLD University, Edith Cowan, Griffith University, Monash University, Southern Cross University, University of the Sunshine Coast.
[5] InPlace: 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 department's Scholarships and Grants team (S&G team) can answer questions by email at scholarships@qed.qld.gov.au or by phone at (07) 3055 2969 during business hours.

Notes/tips

- [1] Candidates 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.
- [2] The 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.

Queensland Government

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