

Teach Queensland Prac Placement Grant

Conditions for Payment

This agreement is between the Queensland Government, Department of Education (DoE) (“The department”) And (“The preservice teacher”)

Item 1. Term of Agreement

The offer of a Teach Queensland Prac Placement Grant (grant) is provided to the preservice teacher on the provision they agree to meet the preservice teacher’s obligations outlined in Item 2.

Item 2. Preservice Teacher Obligations

- 2.1 Maintain enrolment in their Initial Teacher Education program (ITE) at their Higher Education Institution (HEI) for the duration of their professional experience placement/internship (placement/internship).
- 2.2 Undertake their placement/internship on the host school campus for the duration of the grant period specified in their placement confirmation submitted with their online application for the grant and as agreed to by the department as outlined in the grant offer.
- 2.3 Comply with all relevant school and department policies, procedures and directives, including the department’s bit.ly/ExpectationsofQLDSSTeachers whilst undertaking their placement/internship.
- 2.4 Advise the department (refer to Item 2.6) immediately of any changes to his/her placement/internship particulars that was agreed to by the department as outlined in the grant offer including the:
 - 2.4.1 start and end dates (i.e., cancelled, rescheduled or terminated placement/internship); and/or
 - 2.4.2 school name and location (i.e., now attending a school in the south-east, private school or a lower transfer rated school) and mode of delivery (i.e., a virtual placement).
 - 2.4.3 Items 2.4.1 and 2.4.2 may be subject to Item 4.
- 2.5 Advise the department (refer Item 2.6) immediately of any changes to his/her personal details including:
 - 2.5.1 enrolment status in the ITE program; and/or
 - 2.5.2 contact details.
- 2.6 Direct all correspondence regarding the grant including changes to Items 2.4 and 2.5 by email to scholarships@qed.qld.gov.au
- 2.7 Agree for their information, including personal information to be shared to the relevant areas or external parties for recruitment, transition, support, research and evaluation purposes. Personal Information has the same meaning as in the *Information Privacy Act 2009* (Qld).
- 2.8 Agree to be contacted by the department for the purposes of evaluating the grant program.
- 2.9 Agree to be contacted by the department for the purposes of recruitment, transition and support.
- 2.10 Agree to subscribe to Teach Queensland Community to receive information such as employment opportunities, scholarships and grants and events. Please note that you can unsubscribe at any time by clicking the unsubscribe link from Teach Queensland email.

Item 3. Privacy Notice

To accept the grant offer, the preservice teacher has read and understood the *Conditions for Payment* and has returned the required documentation (This includes disclosure of personal information to business units within the department that processes the grant payment).

The department may liaise with the HEI which includes disclosure of personal information including the preservice teacher's name, application status for the grant, and the particulars for (or changes to) the grant as agreed to by the department.

Item 4. Termination

If the preservice teacher fails to meet any of the obligations set out by the *Conditions for Payment* in Item 2, the department may, by written notice at any time:

- 4.1 Revoke the grant offer and terminate the payment (if awaiting payment). The department will make reasonable attempts to discuss possible termination in advance with the preservice teacher.
- 4.2 Should the placement/internship be cancelled, re-scheduled, or terminated by the preservice teacher, state school or the HEI, recoupment of some – or all of the payment will be sought:
 - 4.2.1 an opportunity will be afforded for the preservice teacher to 'show cause' (within a specified timeframe) on why the department shouldn't seek to recoup the payment; and
 - 4.2.2 recoupment of the grant is on a case-by-case basis in light of the 'show cause' and supporting evidence (if provided). The department may seek feedback from the school, the HEI and other parties if required; and
 - 4.2.3 if required, repayment of the grant is to occur within 30 business days from the date provided on the notice advising the outcome of the 'show cause'.