

Teach Queensland Prac Placement Grant

Documentation Checklist – Semester 1 2026

If you're a preservice teacher completing your final professional experience placement in a [Queensland Government state school](#) (school) in Semester 1 2026, you can now apply for the Teach Queensland Prac Placement Grant.

Apply before 19 June by logging into [Smart Jobs](#) (you may need to create an account) and under the 'upload resume and other documents' section, **upload all of the following documents:**

1. Current unofficial academic transcript

The current unofficial academic transcript must include your full name, student number, and all of your results to-date including Semester 2 2025.

- ✗ Do not pay for the transcript. Your unofficial academic transcript will be in your student portal.
- ✗ Class schedules, study plans, or timetables that have been 'snipped' from the student portal are not accepted evidence nor are HECS/HELP Commonwealth Assistance Notices.

2. Confirmation of current enrolment

If the enrolment for Semester 1 2026 is not noted on the transcript, a formal confirmation of enrolment from the student services team should be provided. It must include your full name, student number, name of the course, course commencement date, expected completion date, and the units/modules/subjects you are enrolled in for Semester 1 2026.

3. Queensland Working with Children Blue Card

The [blue card](#) must show currency during your placement, your full name, the blue card number, and the expiry date.

If you are waiting on a physical blue card, you can either provide a copy of the correspondence from the blue card services team or the blue card details i.e., your first, middle, and last name, blue card number, and the expiry date, and an online verification will be undertaken.

If you live interstate, you 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.

4. Final placement confirmation

Accepted evidence of the minimum consecutive 15-day placement must include the following details on the same page:

- Placement program – a snip/screenshot/PDF that shows the state school name, the start and end dates of the placement, and your name or student number in the top right under the InPlace or Sonia Online program logos.
 - *The required evidence must be obtained via a laptop/PC. A tablet/phone doesn't capture all the required information on the same page.*
 - OR
 - A PDF of the whole email confirming the placement from either the university placement coordinator, Department of Education staffing officer, or the state school where the placement will be completed. The email must show on the same page: the school's name, the start and end dates of the placement, your email address and the email addresses of the sender, the date the email was received, and the signature block of the sender.
- ✗ Placement agreements and attendance logs are not accepted evidence.

5. Evidence of Visa (if required)

International students who currently reside in Australia and have permission under a Commonwealth Law, to study in Australia, are eligible to apply for this grant. Please provide evidence of a valid visa and a copy of your passport.

Further information

If you need assistance with your application, contact the department's Scholarships and Grants team by email at scholarships@qed.qld.gov.au.

Notes/tips

- If you have trouble uploading your documents to Smart Jobs, try: (a) a different browser; (b) only upload what is requested; (c) combine the documents. Documents don't need to be certified.
- The grant application will not proceed until evidence of the placement confirmation is provided. If the confirmation isn't available before the 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, you should email the name of the school/s, current home address, and the dates of the placement to scholarships@qed.qld.gov.au. A response confirming eligibility for the grant will be provided within 10 business days.
- Snips, screenshots, or Microsoft to PDF documents that don't show the requested information above, will not be accepted and will result in a 'pending' application. Documents must belong to you. This especially applies to the academic transcript and the placement confirmation.
- The scholarships and grants team will contact you from email address scholarships@qed.qld.gov.au if documents are missing and/or to offer the grant. You should regularly check your email bin/junk/spam/trash folders.