

Regional Professional Experience Grant

Documentation Checklist – Semester 1 2026

Eligible preservice teachers (PST) can now apply for the [Semester 1 2026](#) Regional Professional Experience Grant for professional experience placements (placement) undertaken in [Queensland state schools](#).

To apply, log into [Smart Jobs](#) (an account may need to be created) and under the ‘upload resume and other documents’ section, upload all of the following documents:

1. Current enrolment and results to-date

- 3rd/4th year undergraduate (UG) and 2nd year postgraduate (PG) PSTs - a current unofficial academic transcript of the [Initial Teacher Education](#) (ITE) program (teaching degree). The transcript must include the: PSTs full name, student number, all results to-date (including Semester 1 2026), and the units enrolled in for Semester 1 2026.
- 1st year PG PSTs – evidence of enrolment in the teaching degree for Semester 1 2026. 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 2026.
- ✗ Class schedules or timetables that have been ‘snipped’ from the student portal are not accepted evidence nor are HECS/HELP Commonwealth Assistance Notices.

2. Queensland Working with Children Blue Card

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

If waiting on a physical blue card, a copy of the email from the blue card services team may suffice or the PST can email the blue card details i.e., first, middle, and last name, blue card number, and the expiry date.

Interstate PSTs 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

Accepted evidence of the minimum consecutive 15-day placement must include all the details below [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 the PSTs 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 screen.
- 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, the full email addresses of the sender and the PST, the date the email was received, and the signature block of the sender.
- ✗ Placement agreements are not accepted evidence.

4. Curriculum Vitae/Resume – 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.

5. Placement reports – All signed and dated final placement reports (all pages) completed by the supervisor/mentor teacher or representative at the school.

- ✗ Placement agreements and attendance logs are not accepted evidence.

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

- Preservice teachers having trouble uploading the documents to Smart Jobs should try: (a) a different browser; (b) only upload what is requested; (c) combine the documents; (d) upload what you can and email the rest to scholarships@qed.qld.gov.au. 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, the grant will be provided while on placement if eligible. To confirm eligibility for the grant, a conditional offer can be provided. To request this, PSTs 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. Contact the student services team at the university if unsure on what to provide and where to access it.
- The scholarships and grants team will contact PSTs from this email address scholarships@qed.qld.gov.au if documents are missing and/or to offer the grant. Preservice teachers should regularly check their bin/junk/spam/trash folders.