

# EQI Holiday Adventure Programs - Supervisor Expression of Interest Form

## Privacy Statement

EQI is collecting the information on this form to assess your expression of interest to be an EQI Holiday Adventure Program tour supervisor. The information on this form will be provided to your school, the tour company and EQI. The information will be used and disclosed for the purposes of EQI considering and approving or declining to approve your expression of interest. If your expression of interest is approved, the information will be used prior to and throughout the Holiday Adventure Program. Your personal information may otherwise be used or disclosed where authorised or required by law.

## How to complete this form

1. Complete Section A: Applicant details, Section B: Emergency contact, Section C: Selection criteria, Section D: Holiday Adventure Program nominations and Section G: Applicant's declaration.
2. Give the form to your principal to complete Section E.
3. Please tick  where appropriate.
4. Return this form via email to [EQI.HolidayPrograms@qed.qld.gov.au](mailto:EQI.HolidayPrograms@qed.qld.gov.au) with required supporting documents attached.
5. Please phone 1800 316 540 (within Australia) or email [EQI.HolidayPrograms@qed.qld.gov.au](mailto:EQI.HolidayPrograms@qed.qld.gov.au) for further information.

## Section A: Applicant details

<b>Full name:</b>			
<b>Home address:</b>			
<b>Date of birth:</b>		<b>Gender:</b>	Male      Female
<b>School:</b>		<b>Position at school:</b>	
<b>Email:</b>		<b>Mobile number:</b>	
<b>Department of Education employee ID:</b>			
<b>Queensland College of Teachers registration number:</b>			
<i>Please note that if you are not a registered teacher, your expression of interest may not be approved. Each Holiday Adventure Program must be supervised by at least one registered teacher.</i>			
<b>Do you have a current blue card or exemption card issued by Blue Card Services?</b>			
Yes (please attach a copy) <u>OR</u> No, I will apply for a blue card or exemption card if I am selected as a supervisor.			
<b>Student protection training:</b>			
Date training last completed      /      / <u>OR</u> I agree to complete the training if I am selected as a supervisor for the tour.			
<b>Do you have current first aid training:</b>		Yes	No
<b>If yes, do you agree to administer first aid if required?</b>		Yes	No
<b>Special requirements:</b>			
<i>Please consider the information provided and all information about the tour, and provide details of any special requirements you may have for the tour, if your application is successful. For example, adjustments for impairment; mobility aides or assistance; religious requirements; medical conditions; dietary requirements (e.g. allergies, halal, vegetarian, gluten free); and any special requirements for air travel or accommodation. If you will not have any special requirements, please indicate N/A below. Further information may be requested to assess if and/or how your special requirements can be accommodated on the tour.</i>			
<b>Section B: Emergency contact</b>			
<b>Name:</b>		<b>Relationship to you:</b>	
<b>Phone:</b>		<b>Mobile:</b>	

### Section C: Selection criteria

Please outline your past supervisory experience/s for domestic and/or international school excursions:

Please outline your commitment to meet the needs and interests of international students:

Please provide evidence of your experience in extended excursion management and responsibility (experience in planning, organising and running tours would be an advantage):

### Section D: Holiday Adventure Program nomination

EQI run Holiday Adventure Programs in most Queensland school holiday periods. Holiday Adventure Program dates are available on the EQI website <https://eqi.com.au/for-students/holiday-adventure-program>.

I am interested in supervising the following EQI Holiday Adventure Program/s:

Please tick the box/es against the holiday program you are interested in. Tick all interested.

Cairns – Travel Dates: 2-7 July 2023

Outback Safari 1 – Travel Dates: 16 - 23 September 2023

K'gari (formerly Fraser Island) - Travel Dates: 25-27 September 2023

Northern Safari – Travel Dates: 18 - 28 September 2023

Outback Safari 2 – Travel Dates: 23 - 30 September 2023

Sydney Tour –Travel Dates: 24 - 27 September 2023

Please contact me for any future HAP's in 2023 after September.

### Section E: Principal (or delegate) comment and endorsement

I confirm that the applicant is a staff member at this school.

I confirm that the applicant completed student protection training on / / .

I confirm that the applicant has applied for/holds a valid blue/exemption card.

I confirm that the applicant has the required ability to undertake the responsibilities and duties of the role of supervisor.

I understand that the applicant will undertake the role of supervisor during school holiday periods and that this engagement will not impact on the applicant's school responsibilities.

I endorse the applicant's expression of interest.

Name:

Signature:

Date:

School:

Position:  
(if delegate)

Email:

### Section F: Conditions for consideration

The applicant must be an employee at a Queensland state school. The applicant must submit a completed and signed expression of interest form (Sections A-G).

EQI (in association with the tour operator) will meet the supervisor's tour expenses including travel, accommodation and meals as outlined in the specific tour itinerary. Supervisors must cover their own personal expenses including excess baggage and any expenses in addition to those claimable against the [Queensland Government's domestic travel expense guidelines](#). The selection of the supervisor will be at the discretion of EQI and there is no appeal process.

At EQI's discretion, the tour is subject to change in itinerary and/or cancellation in the event there are unforeseen circumstances e.g. safety concerns. EQI will not assume responsibility for incomplete, late, misdirected, damaged or lost applications. These conditions for consideration may be altered where necessary, and any changes will be notified at <https://eqi.com.au/why-queensland/holiday-adventure-programs>.

### Section G: Applicant's declaration

I declare that:

- I have read and understood the privacy statement on page 1;
- I have read, understood and agree to the conditions for consideration (Section F), above;
- I have read and understood the supervisor tour rules (Section H) and if I am selected for the Holiday Adventure Program I agree to comply with the tour rules;
- I have read and agree to the role of the tour supervisor as outlined in (Section I);
- I am available to travel at the time of the Holiday Adventure Program/s I have nominated for;
- I am medically fit to travel and will inform EQI if my health changes such that I am not medically fit to travel; and
- All information provided in this application form is true and accurate to the best of my knowledge.

Name:

Signature:

Date:

### Section H: Supervisor Tour Rules

#### Before the tour

I agree:

- it is my responsibility to:
  - pay for any incidentals that may arise in connection with the Holiday Adventure Program (including excess baggage fees, personal expenses, spending money)
  - arrange transfers to and from Brisbane (with the exception of tour supervisors located outside of the Brisbane area, domestic flights for supervisors located in other regions will be arranged by the tour company)
- promptly advise organisers of any changes to information supplied on this expression of interest form and any issues which may affect my participation in the tour as a tour supervisor (for example a change to my health, family situation, financial circumstances, employment, or a need for any special requirements or assistance on the tour)
- comply with all reasonable requests by the organisers for any additional information or documentation for the purposes of organising the tour including but not limited to arranging and booking transport, insurance, tours and accommodation
- participate in all pre-tour program briefings and complete a questionnaire about the tour
- undertake any necessary training.

#### Before the tour and for the duration of the tour

I agree:

- my participation in the tour is dependent upon me:
  - holding a current blue card or exemption card (issued by Blue Card Services), see <http://www.bluecard.qld.gov.au/employees/education-and-care-services-and-similar-employment.html> for further information)
- that I will be representing EQI and the Department of Education on the Holiday Adventure Program, I will be responsible for students while they are on the Holiday Adventure Program and as such I am in a special position of trust. Therefore the Department may revoke my selection as a tour supervisor for the tour before the tour commences, or terminate my participation as a tour supervisor after the tour has commenced, if:
  - I am subject to discipline by the Department
  - the Department determines, in its absolute discretion, that I may pose an unacceptable risk to a participant's health, safety or wellbeing
  - I do not comply with these tour rules

- if my participation as a tour supervisor is terminated, I will be responsible for all costs from the time I am notified of the termination (including, for example, accommodation, transport and the cost of returning to my home location)
- that the Department is not responsible for any loss or damages (including loss of income) suffered by me which is caused by or arises from me withdrawing from the tour or from organisers notifying me that my selection for the tour has been revoked or terminated.

#### **On the tour**

I agree:

- to abide by the role of the tour supervisor as outlined in (Section I)
  - I must comply with the Department's International School Study Tour Conduct Standards for Teachers <https://intranet.qed.qld.gov.au/EducationDelivery/international/InternationalTravel/Documents/study-tour-code-of-conduct-teachers.pdf> (for non-state government employees, please contact the Senior Project Officer on email [internationalservices@qed.qld.gov.au](mailto:internationalservices@qed.qld.gov.au) to obtain a copy of this)
  - I must comply with the Department's Standard of Practice <https://qed.qld.gov.au/workingwithus/induction/workingforthedepartment/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf>
- to maintain a safe and respectful learning environment for all students participating in the Holiday Adventure Program.

#### **After the Tour**

I agree to make presentations on EQI's Holiday Adventure Programs to schools and communities, if requested.

I understand that any breach of these rules may result in my employer being informed and the employer may decide to take further action.

Please note that these tour rules may be updated as determined by EQI. If you are notified of any updates to the rules, you must follow the revised tour rules. The Department is not responsible for any loss or damage if these tour rules are broken.

### **Section I: Role of Tour Supervisor**

As part of the EQI Holiday Adventure Program risk management strategy, tour supervisors are required to read and acknowledge their acceptance of the role of the tour supervisor as outlined below.

Tour supervisors must:

- be courteous to and respectful of supervising staff, other supervisors, student participants, tour guides, transport and accommodation providers and all other persons involved in the tour
- be considerate of the general public at all times and respect local customs and values
- maintain positive, professional relationships with supervising staff and supervisors participating in EQI's Holiday Adventure Programs and should follow all lawful directions and be punctual at all times
- encourage student participation in all activities
- ensure they note the departure of students from the group and their return and conduct regular roll calls
- attend all arranged meetings and meals of the tour group (e.g. each morning, to receive information and instructions regarding the day's activities)
- adhere to the laws and lawful directions of local authorities such as police and military, at all times in all locations visited during the tour
- must not consume alcohol, take any illicit drugs or take any medication or substance which may impair their capacity to drive a motor vehicle or make decisions about a student's medical treatment
- must not engage in sexual relations with other persons on the tour
- must not engage in behaviour that a reasonable person would consider inappropriate and to provide a model of good behaviour for the students to follow
- only use digital devices when it is appropriate
- not smoke in front of students or indoors.

#### **Care of students**

Tour supervisors:

- must be responsible for the health, safety, well-being and security of the students participating in the Holiday Adventure Program for the full duration of the tour, at all times
- must be supportive at all times of students and refrain from unnecessary physical contact with the students
- must consider the health and well-being of the students in their care and act in the best interests of the students at all times
- may be responsible for obtaining and consenting to medical treatment for students (in the event this is required)
- may be required to administer first aid or medication to a student or assist a student to administer their medication
- must be considerate of the varying maturity and ability levels of students during all tour activities
- are to ensure the students under their supervision understand the standards of conduct expected of them for the duration of the tour
- must apply the agreed disciplinary consequences to students who breach the Code of Conduct. Such consequences should be administered fairly and consistently
- should not take students of the opposite gender to the toilet or put themselves in a compromising position where their actions may be hard to defend, unless in an emergency and a supervisor of the opposite gender is not present. In this case, tour supervisors would accompany the student to the toilet but not enter. Tour supervisors should avoid, where possible, entering the rooms of students who are alone.

### **Transportation**

Tour supervisors:

- are responsible for the safe keeping of their travel documentation whilst in transit
- must ensure that students do not leave the tour group unless accompanied by two or more members of the tour group or a tour supervisor
- are responsible for tracking departures of students in their group and ensuring all students are accounted for when boarding or leaving aircrafts
- must ensure that their group is ready in a timely fashion and have appropriate documentation to board all flights
- ensure that all students' board buses / boats / planes at the appropriate times and all tour members wear seatbelts / life jackets (if directed to) and safety helmets when/if provided and behave appropriately whilst travelling.

### **Accommodation**

Tour supervisors:

- must advise another supervisor if they venture away from their accommodation at night
- should not leave their group unattended at any time unless there is a clear acceptance by more than one other supervisor that they will temporarily take responsibility for the group and also be within acceptable student /supervisor ratios
- must advise another supervisor if they wish to take students away from the main group (e.g. to a shop to purchase snacks) and provide details of their plans.

### **Meals**

Tour supervisors:

- must be in close proximity to any students from their group who have severe food allergies at all meals and be prepared to administer first aid.

### **Communications / Media**

Tour supervisors:

- must not make any adverse comments to the public or media (including through social media) about the tour. Any issues should be directed to and addressed to the Director, International Student Programs, EQI
- must not speak to the media without prior permission from the Department.