

## 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.
2. Complete Section B: Emergency contact.
3. Complete Section C: Selection criteria.
4. Complete Section D: Holiday Adventure Program nominations.
5. Give the form to your principal to complete Section E.
6. Complete Section G: Applicant's declaration.
7. Please tick  where appropriate.
8. This form must be returned via email to [EQI.HolidayPrograms@det.qld.gov.au](mailto:EQI.HolidayPrograms@det.qld.gov.au) with all required supporting documents attached.
  - For enquiries, please phone 1800 316 540 (within Australia).

Section A: Applicant details			
<b>Full name:</b>			
<b>Home address:</b>			
<b>Date of birth:</b>		<b>Gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>School:</b>		<b>Position at school:</b>	
<b>Email:</b>		<b>Mobile number:</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>Department of Education and Training employee ID:</b>			
<b>Do you have a current blue card or exemption card issued by Blue Card Services?</b>			
<input type="checkbox"/> Yes (please attach a copy) <b>OR</b> <input type="checkbox"/> No, I will apply for an exemption card if I am selected as a supervisor.			
<a href="http://www.bluecard.qld.gov.au/pdf/flowcharts/Apply-for-an-exemption-card.pdf">http://www.bluecard.qld.gov.au/pdf/flowcharts/Apply-for-an-exemption-card.pdf</a> <a href="http://www.bluecard.qld.gov.au/pdf/forms/DJAG003-E-Exemption-card-application.pdf">http://www.bluecard.qld.gov.au/pdf/forms/DJAG003-E-Exemption-card-application.pdf</a>			
<b>Student protection training:</b>			
Date training last completed    /    /			
OR <input type="checkbox"/> 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>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, do you agree to administer first aid if required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> 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>			

Section B: Emergency contact			
<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			
<input type="checkbox"/>	Northern safari <i>Travel dates: 16 to 30 September 2017</i>	<input type="checkbox"/>	Sydney safari (long) <i>Travel dates: 26 September to 1 October 2017</i>
<input type="checkbox"/>	East Coast safari <i>Travel dates: 17 to 25 September 2017</i>	<input type="checkbox"/>	Fraser Island safari <i>Travel dates: 29 September to 1 October 2017</i>
<input type="checkbox"/>	Sydney safari (short) <i>Travel dates: 16 to 19 September 2017</i>	<input type="checkbox"/>	Southern safari <i>Travel dates: 25 November to 1 December 2017</i>
Section E: Principal (or delegate) comment and endorsement			
<p><i>The principal (or delegate) must disclose all information known to them that is relevant to the applicant's ability to undertake the responsibilities and duties of the supervisor and to the work behaviour of the applicant.</i></p> <p><i>The applicant will be representing EQI on the Holiday Adventure Program tour and will be responsible for the health and welfare of the students. In providing your endorsement for the applicant's expression of interest to be a supervisor on an EQI Holiday Adventure Program, please consider the applicant's experience, knowledge and contribution to your school community. If relevant information about the applicant comes to your attention after you have supplied this endorsement and you wish to revoke your endorsement, you are obliged to promptly inform the Department.</i></p>			
<input type="checkbox"/>	I confirm that the applicant is a staff member at this school		
<input type="checkbox"/>	I confirm that the applicant completed student protection training on     /     /     .		
<input type="checkbox"/>	I endorse the applicant's expression of interest and suitability to supervise students participating in an EQI Holiday Adventure Program.		
<input type="checkbox"/>	I note the applicant will be providing the supervisor services during the school vacation period and this engagement will not impact on the applicant's school responsibilities.		
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>School:</b>		<b>Position:</b> <i>(if delegate)</i>	
<b>Email:</b>			

## Section F: Conditions of entry

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 supervisors' tour expenses including travel, accommodation and meals as outlined in the specific tour program. Supervisors' personal expenses including excess baggage and any expenses in addition to those claimable against the [Department's domestic travel expense guidelines](#) must be covered by supervisors. 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.

No responsibility will be taken for incomplete, late, misdirected, damaged or lost applications. These conditions of entry may be altered where necessary, and any changes will be notified at <https://eqi.com.au/for-students/holiday-adventure-program>.

## Section G: Applicant's declaration

I declare that:

- I have read and understood the privacy notice on page 1;
- I have read, understood and agree to the conditions of entry (Section F), above;
- I have read and understood the tour supervisor 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 the organisers 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)
- to promptly advise organisers of any changes to information supplied on the 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)
- to 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
- to participate in all pre-tour program briefings and complete a questionnaire about the tour
- to 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 the Department of Justice and Attorney-General (previously the Public Safety Business Agency), 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 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://oneportal.deta.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@dete.qld.gov.au](mailto:internationalservices@dete.qld.gov.au) to obtain a copy of this)
- I must comply with the Queensland Government's Code of Conduct [www.psc.qld.gov.au/library/document/catalogue/equity-ethics-grievance/qps-code-conduct.pdf](http://www.psc.qld.gov.au/library/document/catalogue/equity-ethics-grievance/qps-code-conduct.pdf) and the Department's Standard of Practice [www.education.qld.gov.au/corporate/codeofconduct/pdfs/det-code-of-conduct-standard-of-practice.pdf](http://www.education.qld.gov.au/corporate/codeofconduct/pdfs/det-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 if the need for additional or varied rules arises. 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.