



**Australian Government**

**Department of Education, Employment  
and Workplace Relations**

# 2011 Endeavour Language Teacher Fellowships

Application Pack 2011

Practising Language Teachers

The Endeavour Language Teacher Fellowships (ELTF) are a part of the broader Australian Government's Endeavour Awards which offer opportunities to practising languages teachers and trainee (pre-service) languages teachers to improve their language proficiency and cultural knowledge through intensive short-term study programs. Austraining International (Austraining) manages the ELTF on behalf of the Australian Government Department of Education, Employment and Workplace Relations (DEEWR).

The broad objectives of the ELTF are to:

- provide practising languages teachers and trainee languages teachers with the opportunity to improve their knowledge, skills and understanding of the languages and cultures about which they will teach
- help develop a pool of languages teachers with recent in-country experience and expertise as a resource at school, system, state/territory and national levels
- strengthen linkages between educators in Australia and in targeted countries
- promote the value of languages education in Australian schools
- strengthen mutual understanding between the people of participating countries.

More specifically the ELTF program aims to:

- provide intensive professional learning to increase language proficiency levels of languages teachers and trainee languages teachers
- strengthen networking among languages teachers and trainee languages teachers nationally and in each state/territory.

## **Purpose of this document**

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The purpose of the document is to provide you with the following information:

- Application instructions
- A description of the study programs
- A timeline for the study programs
- Who is eligible to apply for the ELTF Awards
- How to apply for the ELTF Awards
- What are the selection criteria that applicants must address
- How the ELTF applicants will be assessed
- What feedback will be provided to unsuccessful applicants
- The terms and conditions that Awardees must agree to
- General information.

## 1 Application instructions

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Applicants should read the following information about the 2011 Endeavour Language Teacher Fellowships (ELTF) for practising languages teachers carefully **before commencing** the application. All sections of the application must be completed in full. Applications must include your school principal's endorsement. If an applicant has not undertaken a criminal history check as part of his/her employment as a teacher, the "National Police Check Application Form" must be completed separately and attached to the ELTF application form. Please refer to section 9(h) in relation to the police check requirement.

The signed original of the completed application together with four copies, each with supporting documentation, should be sent in hard copy form to the relevant state/territory ELTF Coordinator at the address listed below (see section 5).

The deadline for the submission of applications is **5.00 pm Tuesday 3<sup>rd</sup> August 2010**. Applications that are not received at the offices of the state/territory ELTF Coordinator by this deadline may not be accepted. An application helpline will be operational weekdays from 10am-4pm (Adelaide time) to assist with any application enquiries:

Phone: (08) 7210 8403  
Email: [eltf@austraining.com.au](mailto:eltf@austraining.com.au)

## 2 2011 ELTF study programs description

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The 2011 ELTF program for practising languages teachers consists of nine in-country study programs. For 2011, ELTF Awards will be offered nationally to teachers of Arabic, Bahasa Indonesian, Chinese, French, German, Italian, Japanese, Korean and Spanish to participate in in-country study programs in the United Arab Emirates (UAE), Indonesia, China, France, Germany, Italy, Japan, Korea and Spain respectively.

While the specific arrangements may vary across study programs, each will include three weeks of intensive language and cultural study. In order to make the most of the study program, successful applicants (Awardees) should be physically fit enough to carry their own luggage, flexible and tolerant in outlook and possess team-player spirit so that they can fully participate in the program.

### ***Language study component***

The language study component of the program will focus primarily on improving Awardees' proficiency in the language, not on teaching methodologies. The language study programs will be conducted at language training institutions with experience in delivering similar programs to languages teachers from Australia or other countries.

### ***Cultural component***

Awardees participating in in-country programs will also have the opportunity to visit a variety of sites, make local contacts where possible and be exposed to contemporary life, as well as to immerse themselves in the language through day-to-day interactions. Group activities are a feature of the ELTF program.

## **Group Leaders**

Each ELTF study program will be assigned a Group Leader who will accompany and work with Awardees to support and extend their learning, thereby ensuring that they gain the most from their experience. Group Leaders will also assist in managing program logistics, finances, and will liaise with program deliverers and travel providers to assist in the smooth running of the program.

If you have native or near native level language skills and significant in-country experience you may wish to consider applying for a Group Leader position. Further information regarding applications for Group Leaders is available from Austraining International (Phone: 08 7120 8403 or Email: [eltf@austraining.com.au](mailto:eltf@austraining.com.au)).

## **Costs covered**

The in-country study program will include costs of international return air travel (economy class) and mid-range twin-share accommodation and/or home stays, some meals (as advised in pre-departure briefings), language tuition fees and field trip costs. Domestic travel will also be covered for Awardees who reside 250km or more from the approved departure airport.

## **Costs not covered**

Awardees will be responsible for the costs of approximately one meal daily, tips, their own out-of-pocket expenses such as laundry, telephone, Internet, travel and medical insurance, health checks and inoculations, visa fees and other incidentals (as advised in pre-departure briefings).

It is a requirement that all ELTF Awardees have valid comprehensive insurance for the entire duration of the study program, covering expenses that may arise in connection with injury or illness (including any pre-existing medical condition), emergency repatriation costs, personal liability, loss of or damage to personal effects, cancellation, and additional expenses incurred that relate to any of the above risks.

## **3 Timeline for the ELTF program**

The following timeline is indicative only and is subject to change.

Applications open	11 June 2010
Applications close	5.00 pm on 3 <sup>rd</sup> August 2010
Successful applicants (Awardees) announced	October 2010
Organisational travel arrangements and pre-departure briefings are completed	November 2010
Indicative study program dates	3 January 2011 – 27 January 2011
Awardees' reports are submitted to Austraining and ELTF state/territory Coordinator	28 March 2011

## 4 Who is eligible to apply for the ELTF Awards?

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To be considered for an ELTF Award, an applicant must:

- complete the application form contained in this document
- address each of the selection criteria
- agree to a criminal history check (if required) by completing the “National Police Check Application Form”
- provide the relevant documentation (as specified).

Applicants must also meet the eligibility criteria set out below:

- be an Australian citizen or have permanent resident status in Australia and provide certified documentary evidence of Australian citizenship or permanent resident status in Australia
- be of good character and conduct
- be currently employed as a teacher in an Australian primary or secondary school for the year in a part-time or full-time position and be teaching the language of the nominated study program
- have the written support of his/her school principal
- not have participated in an ELTF study program within the last five years unless that Study Program was an on-shore Bahasa Indonesian Study Program. Previous Awardees who participated in a Bahasa Indonesia study program held on-shore in Australia will be allowed to apply for the 2011 Bahasa Indonesia Study Program to be held in Indonesia

Preference may be given to applicants who have an elementary or intermediate level of proficiency in the language of the nominated study program. Applicants who have higher language proficiency are still eligible to apply but do so on the understanding that preference may be given to applicants as described above.

Applicants will be required to make a self-assessment of their language proficiency on the application form and provide documentary evidence of their tertiary language study, or its equivalent (where applicable).

Preference may also be given to applicants with a teaching load of 0.5 or greater in the language of the nominated study program and who have limited in-country experience.

To assist language training institutions in devising their programs, Awardees will undergo language proficiency testing prior to the commencement of the study program. Further details will be provided to Awardees in briefing materials.

## 5 How to apply for the ELTF Awards

To submit an application for the 2011 ELTF Awards please complete the application form (in the following pages), attach the supporting documentation and forward the signed original application together with four copies in hard copy form, to the ELTF Coordinator in your state/territory as listed below. Applications must include the school principal's endorsement, and, if applicable, the completed and signed "National Police Check Application Form" together with a photocopy of your driver's licence and/or alternate I.D. with photograph.

**The deadline for applications is 5.00 pm Tuesday 3<sup>rd</sup> August 2010 in all states/territories.** Applications that are not received at the offices of the state/territory ELTF Coordinator by this deadline may not be accepted.

State/Territory	ELTF Coordinator	Postal Address
ACT	Ms Kristina Collins Curriculum Officer, Languages Ph: (02) 6205 7164 <a href="mailto:Kristina.Collins@act.gov.au">Kristina.Collins@act.gov.au</a>	Department of Education and Training GPO Box 158 CANBERRA ACT 2601
New South Wales	Ms Nina Conomos Senior Curriculum Adviser Community Languages Ph: (02) 9886 7511 <a href="mailto:nina.conomos@det.nsw.edu.au">nina.conomos@det.nsw.edu.au</a>	Department of Education & Training Curriculum K-12 Directorate 3a Smalls Road RYDE NSW 2112
Northern Territory	Ms Jeannie Bennett Manager, Languages Education Ph: (08) 8922 2124 <a href="mailto:jeannie.bennett@ntschoools.net">jeannie.bennett@ntschoools.net</a>	Darwin Languages Centre Department of Education and Training 2 <sup>nd</sup> floor, 19 Crisp St RAPID CREEK NT 0810
Queensland	Mr Roger White Manager, International Services Ph: (07) 3237 0891 <a href="mailto:roger.white@deta.qld.gov.au">roger.white@deta.qld.gov.au</a>	DET International Department of Education and Training PO Box 15033 CITY EAST QLD 4002
South Australia	Ms Maribel Coffey Manager, Languages Education Ph: (08) 8226 1956 <a href="mailto:Coffey.Maribel@saugov.sa.gov.au">Coffey.Maribel@saugov.sa.gov.au</a>	Department of Education & Children's Services 5 <sup>th</sup> Floor, 31 Flinders St ADELAIDE SA 5000
Tasmania	Ms Susan Tolbert Principal Education Officer Ph: (03) 6212 3110 <a href="mailto:Sue.tolbert@education.tas.gov.au">Sue.tolbert@education.tas.gov.au</a>	Curriculum Team Learning Services SE Department of Education GPO Box 169 HOBART TAS 7001
Victoria	Ms Danielle McAuliffe Endeavour Language Teacher Fellowships Coordinator Ph: (03) 9637 2067 <a href="mailto:mcauliffe.danielle.d@edumail.vic.gov.au">mcauliffe.danielle.d@edumail.vic.gov.au</a>	Office for Policy, Research and Innovation 41 St Andrews Place East Melbourne VIC 3002
Western Australia	Ms Carol Scott Coordinator Professional Learning Ph: (08) 9242 6325 <a href="mailto:Carol.Scott@det.wa.edu.au">Carol.Scott@det.wa.edu.au</a>	Professional Learning Institute Western Australian Department of Education and Training, PO Box 455 LEEDERVILLE WA 6903

## **6 What are the selection criteria that applicants must address?**

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The selection criteria are set out below. Applicants are strongly advised to consider the prompts provided under each of the criteria in composing their responses to the selection criteria.

### **a) Demonstrated ability to incorporate new learning into your languages teaching**

- Give one or two recent examples that demonstrate your receptiveness to new ideas/teaching strategies and illustrate how you have translated this new knowledge into practice in language teaching in the classroom.
- How will your students benefit from your participation in the ELTF program?
- In relation to the overall objectives/aims of the ELTF program as set out in the application pack, what are your personal learning goals in participating in this program?

### **b) Evidence of ongoing commitment to languages education**

- Outline your participation in recent relevant professional learning or engagement in local, state/territory or national professional networks. What have been the benefits of these activities to your teaching?
- Why do you believe the study of another language is important? How have you promoted the value of languages education within your school and to the school community?

### **c) Demonstrated capacity to provide leadership in languages education in your school and in the broader education community**

- Provide examples of how you have demonstrated leadership in languages education in your teaching career to date.
- How will you share the knowledge that you gain from the 2011 ELTF program with your colleagues? Clearly articulate the strategies you propose to apply and share the learning you gain as a result of participation in the ELTF program.

### **d) Evidence of your capacity to act as an ambassador for the ELTF program.**

- Describe the personal qualities and attributes that you possess and any relevant experience that demonstrates your capacity to be an enthusiastic and positive Awardee in the program and a role model (eg representing your district or state/territory).

## 7 How the ELTF applicants will be assessed

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Awardees will initially be selected for the ELTF Awards by selection panels established in each state/territory (the 'panel') by state/territory ELTF Coordinators. Each panel will comprise at least one representative from each of the education sectors and may include a representative of the state/territory Modern Language Teachers' Association (MLTA). Each panel will be chaired by the state/territory Department of Education representative or ELTF Coordinator, as decided by the state/territory Department of Education.

Only applications that have satisfied each of the eligibility criteria will be considered by the selection panels. In selecting applicants, each panel will take into account:

- the quality of the applicant's responses to the selection criteria
- the support statement provided by the applicant's school principal
- the language proficiency level of the applicant
- the applicant's teaching load in the target language
- the nature of any prior in-country experience (if any).

Each panel will conduct the initial selection and then provide a list of applicants who are recommended to receive the Awards to Austraining. Austraining, in consultation with the state/territory ELTF Coordinators, will then submit the recommended list of applicants to DEEWR. DEEWR will then, at its absolute discretion, make the final decision on which applicants will be given the Awards. No correspondence will be entered into in relation to DEEWR's decision.

## 8 Will feedback be provided to unsuccessful applicants?

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It should be noted that the number of eligible applicants greatly outnumbers the Awards available. Feedback will not be provided as to why applicants were not selected. Final selection, including selection procedures, is at the discretion of DEEWR and no correspondence will be entered into.

## 9 Terms and conditions that Awardees must agree to

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Awardees are required to actively engage and participate in all aspects of the program and must agree to the following terms and conditions:

**a) *No other commitments between 3 January 2011 – 27 January 2011 school holidays***

Awardees will take part in the 2011 ELTF program during the period 3 January 2011 to 27 January 2011 and must ensure they have no other commitments during this period. Awardees will not be allowed to defer their participation to another year. It is expected that exact dates for specific study programs will be confirmed with Awardees in October 2010. Neither the Australian Government nor the ELTF program organisers will be required to pay any allowances or salary reimbursement to Awardees. It is the responsibility of Awardees and school principals to negotiate leave arrangements if required with the relevant state/territory system or education authority.

**NOTE:** Most States/Territories have their own departmental administrative approval requirements regarding teachers travelling interstate or overseas on a study program. Awardees must check for themselves with their relevant state/territory ELTF Coordinator to ensure all requirements are met in this regard.

**b) Pre-departure preparation**

Prior to commencement of the study program, Awardees are required to prepare for their participation in an in-country study program. Awardees are expected to read all information on the itinerary, study program organisation and country background that is provided by Austraining, and to participate in comprehensive briefings and to take opportunities to network with other Awardees via electronic discussion groups and teleconferences.

**c) Medical certificate**

Awardees are required to provide a medical certificate which certifies that they are fit to participate in the ELTF program. Further details will be provided as part of the pre-departure preparation.

**d) Passports**

Awardees must ensure that they possess a valid passport that does not expire before 31 July 2011. In the event that they do not have a current passport, Awardees must be willing to undertake the necessary steps to have a passport finalised by October 2010, including fees to have their application fast-tracked if necessary. Awardees also need to ensure that the passport that they will travel on is the same as that provided to Austraining.

**e) Travel arrangements**

Applicants are required to nominate their departure airport on page 1 of the application form. This is usually the airport servicing the capital city of the state/territory in which the application is lodged. Please note that Awardees' departure ports cannot be changed from that shown on their application.

Awardees are not permitted to vary the group travel arrangements in any way, and must stay in the accommodation provided to the group at all times.

Family members and partners are not permitted to accompany Awardees on the program.

**f) Reporting requirements**

On completion of the ELTF program, Awardees must submit by 28 March 2011:

- a report to Austraining on the outcomes of their participation in the study program
- a copy of the report to the ELTF Coordinator in their respective state/territory.

The report will provide information on how Awardees have benefited from the study program, how they have incorporated their experiences into their teaching programs and the progress they have made towards implementing strategies and activities to share their knowledge as proposed in their application form. A proforma document will be made available to Awardees as part of pre-departure briefings.

**g) Unsafe travel**

Awardees acknowledge that DEEWR may, at its absolute discretion, alter, delay or withdraw the offer of an ELTF Award. For example, this may be as a result of the Department of Foreign Affairs and Trade (DFAT) travel advice that it is not safe to travel to any part of the country that is a proposed ELTF destination.

**h) Condition of Award**

All applicants will be required to declare whether or not they have undergone any form of police records check as part of their employment requirements as a teacher. Any short-listed applicant who has not previously undertaken a police check within the past 12 months of applying will be required to undergo a Criminal History Check prior to being awarded an ELTF Award. The “National Police Check Application Form” (if required) is available for download on both the DEEWR and Austraining ELTF websites.

As Austraining, on behalf of DEEWR, will submit your application (and pay for the fees) for the police check, you will need to complete the form and attach it with your ELTF application. In completing the form, please include the following information:

- Section 1: enter “30” (for code number)
- Section 2: enter all required personal details;
- Section 5: enter “no” (finger print check is not required);
- Section 6: sign and date your consent on the application form.

Please ensure you include a photocopy of your driver’s license and/or alternate photo I.D. with the completed National Police Check Application Form. (Please note that the copy of photo I.D. attached to the “National Police Check Application Form” is required in addition to the certified copy of citizenship/permanent residency attached to the application document).

It is an important consideration for DEEWR when allocating ELTF Awards that recipients are suitable persons who will enhance the reputation of Australia and the ELTF Awards overseas and locally.

A criminal record will not automatically disqualify an applicant from receiving an ELTF Award. However, if an applicant is found to have a criminal record/conviction which DEEWR considers to be of a serious nature then DEEWR may, at its absolute discretion, refuse or withdraw an ELTF Award.

All applicants also acknowledge that DEEWR may, at its absolute discretion, vary or reverse any decision regarding the ELTF Award made on the basis of incorrect, incomplete or misleading information contained in an application.

## 10 General information

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### a) *Freedom of Information*

All documents created or held by DEEWR with regard to the ELTF program are subject to the *Freedom of Information Act 1982* (FOI Act). Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act. All FOI requests are to be referred to the FOI Coordinator, Administrative Law Branch in the Legal, Investigation and Procurement Group, DEEWR National Office. Decisions regarding requests for access will be made by an authorised FOI decision-maker in accordance with the requirements of the FOI Act.

### b) *Disclaimer*

DEEWR, Austraining and the selection panels will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with the requirements set out in the application pack, or arising from any ambiguity, discrepancy, inconsistency, error or omission contained in an application.

The deliberations of DEEWR, Austraining and the selection panels will remain confidential. DEEWR reserves the right not to provide the full number of Awards in any year. All recommendations made by panels and decisions made by DEEWR shall be binding and final, and no correspondence will be entered into on such matters.

### c) *Privacy statement*

All material received from applicants by the state/territory education departments, the panels, DEEWR and Austraining is accepted on the understanding that such material may only be used:

- in assessing applications for the 2011 ELTF Awards
- in administering the 2011 ELTF Awards
- for the purposes of informing Members of Parliament of the Commonwealth of Australia and the public about the outcomes of the ELTF program.

All information collected or created will be treated in accordance with the *Privacy Act 1988* which prevents personal information from being disclosed without appropriate consent, unless disclosure is required or authorised by law.

DEEWR, state/territory education departments and Austraining may publish the names of recipients of the ELTF Awards, the school at which the Award recipient teaches and details of the study program for which the person was selected for promotion and publicity concerning the ELTF program.

### d) *ELTF Awards*

An ELTF Award is not transferable. No part of the Award or any inclusions can be exchanged for cash or other reward.

# 2011 Endeavour Language Teacher Fellowships

**[PLEASE DETACH THIS SECTION BEFORE SUBMITTING YOUR APPLICATION]**

## Practising Languages Teachers

### Study program

Please tick the language study program (one only) you are applying for.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Arabic</b> (UAE)	<b>Bahasa Indonesian</b> (Indonesia)	<b>Chinese</b> (China)	<b>French</b> (France)	<b>German</b> (Germany)	<b>Italian</b> (Italy)	<b>Japanese</b> (Japan)	<b>Korean</b> (Korea)	<b>Spanish</b> (Spain)

### City of Departure

Please tick the capital city (one only) from which you will depart/arrive. (Please note that changes to your port of departure will not be allowed)

Adelaide  Brisbane  Canberra  Darwin  Hobart  Melbourne  Perth  Sydney

## 1. APPLICANT'S PERSONAL DETAILS

<b>Name:</b>	Title:	First/Other Names:	Family Name:
Previous Name(s)/Alias (if applicable):			
Nationality:			
Home Address:			
Town/Suburb/City:		State:	Postcode:
Home Phone:		Home Fax:	
Mobile:		Home Email:	
Professional Membership:			
How did you find out about the ELTF?		<input type="checkbox"/> Newspaper <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Email <input type="checkbox"/> Website/s <input type="checkbox"/> Flyer <input type="checkbox"/> Other (please specify)	
Do you have a current passport, <b>valid until 31 July 2011</b> ? (please tick). If yes, please complete the following details:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Name on Passport:		Passport Number:	
Passport Issue Date:		Passport Expiry Date:	
Country of Issue:			

## 2. SCHOOL DETAILS

Name of School:		
Sector:	GOVERNMENT <input type="checkbox"/>	CATHOLIC <input type="checkbox"/>
INDEPENDENT <input type="checkbox"/>		
School Address:		
Town/Suburb/City:	State:	Postcode:
Work Phone:	Work Fax:	
Work Email:		
Position in school:		

## 3. APPLICANT'S QUALIFICATIONS AND TEACHING BACKGROUND

List your language and teaching qualifications. Please **attach** a transcript of your academic record showing previous language and teacher education studies to this application (ie list of subjects studied/completed or statements/certificates of attainment showing details of language level studied).

Qualifications	Institution	Year completed

List any previous awards, scholarships and prizes received (eg overseas in-country language study program offered by The Japan Foundation or the Goethe-Institut, etc).

Award/Scholarship/Prize	Awarded by	Year completed

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List your teaching experience in the last five years (commencing in 2006).

Year	School	Positions held	Total teaching load eg F/T, P/T O.4	Subjects taught (if high school)

<b>Total number of hours per week teaching the language of the nominated study program in 2010:</b>	
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List student year levels taught as part of your current teaching load related to the language of the nominated study program.

Student year level	Details	Number of hours per week

List all trips and/or previous in-country experience you have undertaken in the country/countries where the language of nominated study program is spoken.

Previous experience	Year(s)	Duration



# 2011 Endeavour Language Teacher Fellowships

(Responses to the selection criteria)

# 2011 Endeavour Language Teacher Fellowships

(Responses to the selection criteria)

# 2011 Endeavour Language Teacher Fellowships

(Responses to the selection criteria)

## 6. APPLICANT'S DECLARATION

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I declare that: (please tick)

- I have read and understood the information contained in the '2011 Endeavour Language Teacher Fellowships Application Pack' for practising languages teachers;
- I am an Australian citizen/permanent resident of Australia. A **certified copy** of my Australian citizenship certificate/Australian passport/evidence of my permanent resident status (cross out whichever is not applicable) is attached. (To certify a document as a true copy, applicants should present the original document and a photocopy to a Justice of the Peace, Commissioner of Oaths, Notary Public, General Practitioner (Medical), Lawyer, Solicitor, Police Officer, School Principal or other formally recognised authority in Australia. The official should sight both documents and certify the copy presented is a true copy of the original document together with his/her name, official status and signature);
- I have attached documentary evidence of my tertiary language study and other qualifications (including transcript of academic record of tertiary language studies, statement/certificate of attainment, etc);
- I have attached my responses to the selection criteria (as per pages 5-7 in the Application Form);
- I endeavour to be employed as a languages teacher in an Australian primary/secondary school in 2011;
- I have not previously participated in an ELTF study program within the past five years OR I have only participated in an on-shore Bahasa Indonesian study program;
- I understand that the information I have provided on this form will be used only for the purpose of administering and promoting the ELTF program. I also understand that this information will be made available to the Australian Government Department of Education, Employment and Workplace Relations (DEEWR), Members of Parliament of the Commonwealth of Australia, state/territory departments of education, Austraining and their contractors and agents and the panels. The information will not otherwise be disclosed without my consent, unless authorised or required by law;
- I understand that if I receive an ELTF Award I will be required to conduct myself in a suitable manner, so as to enhance the good name and reputation of the ELTF program, both in Australia and overseas;
- I am a person of good fame and character;
- I know of no reason or circumstance that would prevent my being the recipient of an ELTF Award or of conducting myself in a manner consistent with the good name and reputation of the ELTF Awards; and
- all information provided in this application form is true, accurate and complete to the best of my knowledge and belief.

If I am selected for a 2011 ELTF Award, I agree to: (please tick)

- the terms and conditions contained in the offer of the ELTF Award, including the terms and conditions outlined in the '2011 Endeavour Language Teacher Fellowships Application Pack' for practising languages teachers;

# 2011 Endeavour Language Teacher Fellowships

- provide a medical certificate certifying that I am physically and mentally fit to fully participate in the ELTF program;
- undertake the necessary steps to have the passport I will travel on finalised by October 2010;
- at all times conduct myself in a manner that will enhance the good name and reputation of the ELTF Awards, both in Australia and overseas;
- release and forever discharge and agree to be liable for and indemnify the Australian Government, its officers, agents and contractors from any loss or liability and all actions, claims or costs and demands arising out of or concerning any accident, illness, injury, death, loss or damage to persons or property sustained by me during or as a result of my participation in the study program;
- seek the relevant travel approval from my state/territory education department or education authority to travel interstate or overseas;
- take out comprehensive travel and medical insurance for the entire period I am participating in the ELTF program;
- not seek to vary the ELTF program group travel arrangements offered to me (except under exceptional circumstances) as agreed with Austraining;
- participate actively in all pre and post study program briefings and networking opportunities;
- submit a report to Austraining on the outcomes of my participation in the study program and to also submit a copy of the report to the ELTF Coordinator in my state/territory by 28 March 2011;
- allow my name, school address and ELTF Award study program details to be released publicly for the purposes of promoting the ELTF program; and
- DEEWR reserving the right to vary or reverse any decision regarding an ELTF Award made on the basis of incorrect, incomplete or misleading information.

**Criminal History Check** (tick **one** box only)

- I have previously completed a criminal history check during the past 12 months as part of my employment requirements as a school teacher;

OR

- I agree to undergo a criminal history check at no cost to me, should my application be successful. I authorise Austraining, on behalf of DEEWR, to submit the attached completed and signed "National Police Check Application Form" for clearance prior to the confirmation of an ELTF Award. (A photocopy of my driver's licence and/or alternate I.D. with my photograph is attached to this form).

Signed:	Dated:	
Name (in block letters):		
(Title)	(Family Name)	(First/Other Names)

**REMINDER: THIS SIGNED ORIGINAL APPLICATION TOGETHER WITH 4 COPIES, EACH WITH SUPPORTING DOCUMENTATION, MUST BE SUBMITTED IN HARD COPY FORM TO YOUR STATE/TERRITORY ELTF COORDINATOR BY 5.00 PM 3 August 2010. FAILURE TO DO SO MAY DEEM AN APPLICATION INELIGIBLE.**

# 2011 Endeavour Language Teacher Fellowships

Giving false or misleading information is a serious offence. Chapter 7 of the *Criminal Code* provides for offences which attract substantial penalties, including theft of Commonwealth property and other property offences, obtaining property or financial advantage by deception, offences involving fraudulent conduct, bribery, forgery and falsification of documents; giving false or misleading information is a serious offence under the *Criminal Code*. If an application is incomplete, inaccurate or contains information that is considered misleading, it will be excluded.

**Privacy Statement:** Any information you provide in this application will be used only for the purpose of administering the 2011 Endeavour Language Teacher Fellowships program and for the promotion of the ELTF program in general as described in this application pack. The information will be provided to DEEWR, Members of Parliament of the Commonwealth of Australia, state/territory departments of education and selection panels, Austraining and their contractors and agents. The information will not otherwise be disclosed without your consent, unless authorised or required by law.

## 7. SCHOOL PRINCIPAL'S ENDORSEMENT

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### Supporting Statement

This statement will be taken into account in the selection of 2011 ELTF applicants.

**a) Estimation of the applicant's suitability against the selection criteria.**

**b) Benefits to the students and the school community of the applicant participating in this national professional learning opportunity.**

**c) Applicant's ability to participate effectively in a group. (Please comment on applicant's flexibility, adaptability and teamwork).**

d) How the school will support the applicant in undertaking the activities outlined in the application (eg availability of funds for resources, teacher release, information sharing, etc).

I have read the information contained in this application and confirm that the applicant,  
 ..... (Please specify full name of applicant)

- is currently employed as a teacher in my school in a full-time/part-time position for the 2010 school year; and
- currently teaches the language of the 2011 ELTF study program for which s/he is applying.

I support this application in my role as the school principal. I understand that it is my responsibility to advise the relevant education authority should the applicant be successful and make the appropriate leave arrangements, if required.

Signed:	Dated:	
Name (in block letters):		
(Title)	(Family Name)	(First/Other Names)
Name of School:		

Giving false or misleading information is a serious offence. Chapter 7 of the *Criminal Code* provides for offences which attract substantial penalties, including theft of Commonwealth property and other property offences, obtaining property or financial advantage by deception, offences involving fraudulent conduct, bribery, forgery and falsification of documents; giving false or misleading information is a serious offence under the *Criminal Code*. If an application is incomplete, inaccurate or contains information that is considered misleading, it will be excluded.

**Privacy Statement:** Any information you provide in this application will be used only for the purpose of administering the 2011 Endeavour Language Teacher Fellowships program and for the promotion of the ELTF program in general as described in this application pack. The information will be provided to DEEWR, Members of Parliament of the Commonwealth of Australia, state/territory departments of education and selection panels, Austraining and their contractors and agents. The information will not otherwise be disclosed without your consent, unless authorised or required by law.

**Acknowledgement of Endeavour Language Teacher Fellowships Application  
(applicant to complete).**

Enter your details below so we can notify you that your application for the 2011 Endeavour Language Teacher Fellowships has been received.

Name:

Postal Address:

Email: