



Australian Government

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

2011 Endeavour Language Teacher Fellowships

Application Pack 2011

Trainee (Pre-Service) 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

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

Applicants should read the following information about the 2011 Endeavour Language Teacher Fellowships (ELTF) for trainee (pre-service) languages teachers carefully **before commencing** the application. All sections of the application must be completed in full. Applications must include the endorsement of your Faculty/Department/School at the University which you attend. The “National Police Check Application Form” must be completed separately and attached to the ELTF application form.

The signed original of the completed application, together with certified documentary evidence of your Australian citizenship or permanent resident status in Australia, and certified transcript of academic record of tertiary language and teacher education studies completed/enrolled should be sent in hard copy form to Austraining at the address set out on page v.

The deadline for the submission of applications is **Monday 13 September 2010**. Applications that are not received at the offices of Austraining 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

2 2011 ELTF study programs description

The 2011 ELTF program for trainee languages teachers consists of five in-country study programs.

For 2011, ELTF Awards will be offered nationally to trainee languages teachers of Arabic, Chinese, Japanese, Korean and Bahasa Indonesian to participate in in-country study programs in the United Arab Emirates, China, Japan, Korea and Indonesia 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 these in-country programs will also have the opportunity to visit a variety of sites, make local contacts where possible, 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.

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	26 July 2010
Applications close	13 September 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
Awardee' reports are submitted to Austraining	28 March 2011

4 Who is eligible to apply for the ELTF Awards?

To be eligible for consideration 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 (by completing the “National Police Check Application Form”)
- provide the relevant documentation (as specified).

Applicants must also meet the following eligibility criteria:

- 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 enrolled in an approved primary or secondary teacher education course in Australia to teach Arabic, Chinese, Japanese, Korean or Indonesian and provide a certified copy of their transcript of academic record of tertiary language and teacher education studies (listing subjects/units studied/enrolled and results obtained)
- have the written support of his/her Faculty/Department/School at the university he/she attends
- not have participated in an ELTF study program within the past five years unless that Study Program was an on-shore Bahasa Indonesian Study Program. Previous Awardees who participated in a Bahasa Indonesian study program held on-shore in Australia will be allowed to apply for the 2011 Bahasa Indonesian 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. Preference may also be given to applicants 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 the 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) and attach certified documentary evidence of your Australian citizenship or permanent resident status in Australia together with your certified transcript of academic record of tertiary language and teacher education studies and forward the signed original application to:

2011 ELTF Trainee Languages Teachers Program
c/- Austraining International
Level 1, 41 Dequetteville Terrace
Kent Town, SA 5067

Applications must include your university Faculty/Department/School's endorsement. Please ensure you also include the "National Police Check Application Form" together with a photocopy of your driver's licence and/or alternate I.D. with your photograph.

The deadline for applications is 5.00 pm Monday 13 September 2010. Applications that are not received at the offices of Austraining International by this deadline may not be accepted.

6 What are the selection criteria that applicants must address?

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) Evidence of commitment to quality languages teaching

- What do you believe are the attributes of a good languages teacher?
- How will your experience in the ELTF program enhance your teaching in the classroom?
- 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 the ELTF program?
- Why do you believe the study of another language is important?

b) 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 ELTF program and a role model for other trainee languages teachers.

7 How the ELTF applicants will be assessed

Applicants will be selected for an ELTF Award by a selection panel (the 'panel') established by Austraining in consultation with DEEWR. The panel will comprise representatives from a state/territory education department, the Australian Federation of Modern Language Teachers Associations (AFMLTA), Austraining and a teacher educator.

Only applications that have satisfied each of the eligibility criteria will be considered by the panel.

In selecting applicants, the panel will take into account:

- the quality of applicant's responses to the selection criteria
- the support statement provided by the applicant's Faculty/Department/School at the university he/she attends
- the language proficiency level of the applicant
- the nature of any prior in-country experience (if any).

Austraining will submit the list of applicants who are recommended by the panel to receive the ELTF Awards to DEEWR. Austraining, on behalf of DEEWR, will submit the "National Police Check Application Form" of the short-listed applicants to the Australian Federal Police for clearance. DEEWR will then, at its absolute discretion, make the final decision on which applicants will be given the ELTF Awards. No correspondence will be entered into in relation to DEEWR's decision on the selected applicants.

8 Will feedback be provided to unsuccessful applicants?

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

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 university vacation*

Awardees will take part in the 2011 ELTF program during the period 3 January 2011 – 27 January 2011 of the university vacation, 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.

NOTE: Some universities have their own requirements regarding their students travelling interstate or overseas on a study program. Awardees must check for themselves with the relevant authority at the University 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 provided by Austraining, 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 will also need to ensure that the passport 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 applicant's home state/territory - that is the state/territory in which the applicant resides. 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 a report on the outcomes of their participation in the program to Austraining by 28 March 2011.

The report will provide information on how the Awardee has benefited from the study program and how he/she will share the knowledge with fellow trainee languages teachers. 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 short-listed applicants will be required to undergo a criminal history check prior to being granted an ELTF Award. The “National Police Check Application Form” 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

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 the authorised FOI decision-maker in accordance with the requirements of the FOI Act.

b) *Disclaimer*

DEEWR, Austraining and the selection panel 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 the selection panel, Austraining and DEEWR will remain confidential. DEEWR reserves the right not to provide the full number of Awards in any year. All recommendations made by the panel 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 Austraining, DEEWR and the panel 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 and Austraining may publish the names of recipients of the ELTF Awards, the university at which the Award recipients are enrolled 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.

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[PLEASE DETACH THIS SECTION BEFORE SUBMITTING YOUR APPLICATION]

Trainee (Pre-Service) Languages Teachers

Study Program

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

Arabic <input type="checkbox"/> (UAE)	Chinese <input type="checkbox"/> (China)	Bahasa Indonesian <input type="checkbox"/> (Indonesia)	Japanese <input type="checkbox"/> (Japan)	Korean <input type="checkbox"/> (Korea)
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Please tick the capital city (one only) from which you will depart/arrive.

City of Departure (Please note that changes to your port of departure will not be allowed)

<input type="checkbox"/> Adelaide	<input type="checkbox"/> Brisbane	<input type="checkbox"/> Canberra	<input type="checkbox"/> Darwin	<input type="checkbox"/> Hobart	<input type="checkbox"/> Melbourne	<input type="checkbox"/> Perth	<input type="checkbox"/> Sydney
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1. APPLICANT'S PERSONAL DETAILS

Name:	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:		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 valid until 31 July 2011? (please tick)		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please complete the following details:			
Name on Passport:		Passport Number:	
Passport Issue Date:		Passport Expiry Date:	
Country of Issue:			

3. APPLICANT'S PREVIOUS LANGUAGE STUDIES

List your language studies completed at high school/senior secondary college.

Details of language studies	Institution	Level and year completed (eg Year 10 in 2006)

List any awards, scholarships and prizes received (eg Japan Society Essay Contest, 2000)

Award/Scholarship/Prize	Awarded by	Year

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

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(Responses to the selection criteria)

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(Responses to the selection criteria)

6. APPLICANT'S DECLARATION

I declare that: (please tick)

- I have read and understood the information contained in this '2011 Endeavour Language Teacher Fellowships Application Pack' for trainee languages teachers;
- I am an Australian citizen/permanent resident of Australia (cross out whichever is not applicable);
- I have attached **certified** documentary evidence of my Australian citizenship/permanent resident status in Australia and **certified** copy of transcript of academic record of my tertiary language and teacher education studies. (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 also attached my responses to the selection criteria (as per pages 5-6 in the Application Form);
- I intend to be employed as a teacher of the nominated target language in an Australian primary/secondary school on completion of my teacher education program;
- I have not 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, the selection panel, Austraining and their contractors and agents. 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 Endeavour Language Teacher Fellowships 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 this '2011 Endeavour Language Teacher Fellowships Application Pack' for trainee languages teachers;

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- undergo a criminal history check (at no cost to me). I authorise Austraining, on behalf of DEEWR, to submit the attached completed and signed "National Police Check Application Form" for clearance prior to the grant of an ELTF Award. A photocopy of my driver's licence and/or alternate I.D. with my photograph is attached;
- provide a medical certificate certifying that I am physically and mentally fit to fully participate in the Endeavour Language Teacher Fellowships 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 University (if required) regarding my participation in the ELTF program for trainee languages teachers;
- 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 by 28 March 2011;
- allow my name, the university and course details I am enrolled in and the ELTF Award study program details to be released publicly for the purposes of promoting the Endeavour Language Teacher Fellowships 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.

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

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.

REMINDER: THIS SIGNED ORIGINAL APPLICATION TOGETHER WITH CERTIFIED DOCUMENTARY EVIDENCE OF YOUR AUSTRALIAN CITIZENSHIP OR PERMANENT RESIDENT STATUS IN AUSTRALIA AND CERTIFIED TRANSCRIPT OF ACADEMIC RECORD OF TERTIARY LANGUAGE AND TEACHER EDUCATION STUDIES MUST BE RECEIVED IN HARD COPY FORM AT THE OFFICES OF AUSTRAINING INTERNATIONAL BY 5.00 PM 13 SEPTEMBER 2010. FAILURE TO DO SO MAY DEEM AN APPLICATION INELIGIBLE. PLEASE ENSURE THAT THE COMPLETED AND SIGNED NATIONAL POLICE CHECK APPLICATION FORM TOGETHER WITH A PHOTOCOPY OF YOUR DRIVER'S LICENCE AND/OR ALTERNATE I.D. WITH YOUR PHOTOGRAPH ARE ENCLOSED.

7. ENDORSEMENT BY APPLICANT'S UNIVERSITY

Supporting Statement

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

Academic supervisor/tutor/lecturer at the university to complete:

(Please comment on the applicant's suitability in relation to the selection criteria)

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I have read the information contained in this application and confirm that the applicant,
 (please specify name)

- is currently enrolled in;
 (specify program/course of study and year level)
- is expected to complete the program/course of study in; and
 (specify year)
- upon completion of the program/course of study, will be eligible to teach in an Australian primary and/or secondary school.

I support this application in my role as the academic supervisor/tutor/lecturer.

Signed:		Dated:	
Name (in block letters):			
(Title)		(Family Name)	(First/Other Names)
Position:			
Name & Address of University:			
Phone:		Email:	

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.

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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: