

Accompanying Teacher Conditions
Premier's Anzac Memorial Scholarship

Veterans Affairs
NSW Department of Justice
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Selection as an Accompanying Teacher

Your selection as an Accompanying Teacher is conditional upon your agreeing to be bound by these Conditions:

Definitions

In these Conditions unless the context otherwise requires:

"**Accompanying Teacher**", "**you**" or "**your**" mean You

"**Conditions**" means the terms, conditions and provisions of this document, specific to Accompanying Teachers;

"**the Department**" means the NSW Department of Education;

"**DFAT**" means the Commonwealth Department for Foreign Affairs and Trade;

"**the Code of Conduct**" refers to the Department of Education's Code of Conduct, 2014 available at the Department's website;

"**the Minister**" means the NSW Minister for Veterans Affairs;

"**the Premier**" means the Premier of NSW;

"**the Program**" means the Premier's Anzac Memorial Scholarship program and includes, without limitation, the tour;

"**Expression of Interest**" means the document entitled "Teacher Expression of Interest Form" available for electronic download from the Veterans Affairs website at www.veterans.nsw.gov.au

"**the Tour**" means the annual Premier's Anzac Memorial Scholarship tour, which provides for up to 20 students to be selected from NSW government and non-government secondary schools or colleges in Years 10 to 11, with the opportunity to visit one or more of the historical sites of significance related to Australia's military history;

"**the State**" means the Crown in right of the State of New South Wales, whether acting through the Department or otherwise;

"**OVA**" means the NSW Office for Veterans Affairs, Department of Justice

- 1. Expression of Interest terms and conditions:** You acknowledge that you have complied with and agreed to be bound by the terms and conditions set out in your Expression of Interest.
- 2. Place and duration of Tour:** The destination and duration of the tour will vary from year to year. You agree to take up duties as an Accompanying Teacher irrespective of the destination and duration of the tour.
- 3. Duties as an Accompanying Teacher:** Your role as Accompanying Teacher includes, but is not limited to the following responsibilities, obligations and duties:

- (a) supervising the students participating in the Program for the duration of the Program, including taking all reasonable care to protect them from injury and control and supervise their behaviour and activities whilst on the tour;
 - (b) supporting and mentoring the students participating in the Program for the duration of the Program;
 - (c) endeavouring to provide a happy, caring, safe and positive environment in which the academic, cultural and social development and welfare of each student participating in the Program is promoted;
 - (d) pastoral duties for the duration of the study tour including helping to settle and assist students unfamiliar with travelling overseas, dealing with any social or personal difficulties or emergency situations for students that may arise, managing any student travel and/or accommodation difficulties;
 - (e) understanding the medical needs and allergies of students on the tour and responding appropriately to these needs and allergies;
 - (f) sufficient health and fitness to undertake walking tours of battlefield sites and cities. A health certificate confirming your ability to do this must be provided to OVA;
 - (g) participating in all pre and post tour activities associated with the Program; and
 - (h) assisting with organisational requirements.
4. **Leave:** You must apply for leave to participate in the Program if the travel involves school time. If you are an employee of the Department you will be granted Special Leave to attend the tour. Additional leave, such as Long Service Leave, cannot be included in the leave approved for the tour. Your school will need to make arrangements to cover any school days that you are absent.
5. **Approval to travel:** You will require approval from your Principal to participate in the Scholarship tour.
6. **Code of Conduct:** You agree to be bound by the Code of Conduct for the duration of your involvement with the Program.
7. **Travel and Accommodation:** OVA will be responsible for making your travel and accommodation arrangements for the tour other than arranging passports and transportation to Sydney for training, the pre-tour meeting and the farewell briefing. Your travel and accommodation costs for the tour itself will be met in full by the funds allocated to the Program. These will include tour airfares, accommodation, travel insurance, travel documents where needed, official tour uniforms, and meals (excluding incidental snacks). You will be responsible for all additional expenses, such as souvenirs that you may purchase or excess baggage costs.

8. **Payments:** For all other emergency expenses which are not directly met by OVA, you must keep receipts of these expenses to lodge a claim with OVA. A copy of the receipts, together with a summary of expenses must be provided to OVA within 10 days of your return to Australia.
9. **Taking up Duties:** Unless otherwise approved by OVA, you agree to commence your duties as an Accompanying Teacher from the date of the pre-tour meeting as specified in the Program schedule.
10. **No transfer:** The Accompanying Teacher role cannot be transferred or deferred. If you are unable to accept the position, take up or continue your duties as an Accompanying Teacher, other eligible applicants identified through the selection process may be invited by OVA to take your place.
11. **Proposed itinerary:** OVA, in consultation with the tour provider, will develop an appropriate itinerary for the tour. All travel and accommodation arrangements will be made on your behalf. Where possible the itinerary will be provided in the school term before your departure and will also include all information and supporting documentation required for the tour, including that related to the students participating in the Program in your care. Minor changes to the itinerary may be required.
12. **Passport:** You must hold a current passport, which is valid for 6 months beyond the duration of the tour. Your passport application must be arranged by you. This includes the costs associated with obtaining your passport.
13. **Information requests:** You agree to comply with all reasonable requests by OVA for additional information or documentation and provide this by the dates requested.
14. **Travel and health advice:** Before departing on the tour, you must keep up to date and act in accordance with travel and health advice for the destination of the tour issued by DFAT at www.dfat.gov.au. Further travel and health information may also be made available at www.smartraveller.gov.au and www.health.nsw.gov.au. OVA will advise you of any proposed cancellation of travel in light of advice issued for the destination of the tour.
15. **Insurance:** You will be covered by comprehensive travel insurance recommended for overseas travel to the country or countries of destination for the tour. You may wish to take additional insurance or health cover for the period of the tour.
16. **Conduct whilst on the Tour:** Whilst on the tour you must make every reasonable endeavour to:
 - (a) be a good ambassador at all times for the teaching profession, the Program, the State and the Premier;
 - (b) avoid any action (including making any oral or written communication) that could damage the State's, the Department's, OVA's or the Program's reputation, be

misleading or deceptive, result in victimisation or harassment, lead to criminal or civil liability, or be reasonably found to be offensive, obscene, threatening, abusive or defamatory;

(c) comply with all laws, rules, regulations, policies and standards applicable to the teaching profession in Australia including the Code of Conduct;

(d) comply with all laws, rules, regulations, policies and standards applicable to the State and the overseas country or countries and institutions which will be visited by you as a participant in the Program.

17. Promotion of the Program: You are expected to provide reasonable support to OVA in publishing and promoting the Program. You may, for example, be asked to write an article or testimonial in relation to your experiences. Prior to release of any material referring to the Program, OVA may request a copy of such material for its approval. You must comply with any such request and comply with any conditions of approval. You hereby consent to the publication and/or use in any form of media of any material you produce arising out of or in relation to the Program, for the purpose of publicising and promoting the Program without payment or compensation.

18. Acknowledgements: Any public lectures, media releases, films, photographs, publications and/or other work you have produced arising out of or in relation to the Program must contain the following acknowledgment: "This work was produced by [insert Your name], an Accompanying Teacher on the [insert year] Premier's Anzac Memorial Scholarship tour."

19. Withdrawal from the Program: You must immediately notify OVA, in writing, of any decision to withdraw from the Program. It is expected that you would not seek to withdraw from the Program after you have accepted, other than in exceptional circumstances. Following receipt and confirmation of your decision to withdraw from the Program, you will not be allowed to revoke your withdrawal or continue to participate as an Accompanying Teacher in the Program. Other eligible applicants identified through the selection process may be invited by OVA to take your place. At any time throughout the duration of the Program, OVA has the right to remove you from the Program if your circumstances change, including if you:

(a) are no longer eligible to teach in NSW; or

(b) fail to comply with these Conditions

In serious circumstances, you may be required to pay all or some of the costs met by OVA and the Department for your participation in the Program.

20. Liability for withdrawal from the Program: The State will not be liable for any loss or damages (including consequential loss, loss of opportunity or loss of income, even if the

State has been advised of the possibility of such loss or damages) suffered by you which is caused by or arises from your withdrawal from the Program.

21. **Privacy:** You consent to OVA and associated third parties using the information, including personal information, provided in your Expression of Interest for the purposes of assessing your compliance with these Conditions and for publicising the Program.
22. **Subject to change:** These Conditions are subject to change at any time without prior notice.
23. **Successful applicants:** will not be eligible to apply for future accompanying teacher positions under the Premier's Anzac Memorial Scholarship program.
24. **Acceptance:** An original, signed copy of these Conditions must be submitted by email to Premier's Anzac Memorial Scholarship at premierscholarship@veterans.nsw.gov.au. Notice of acceptance of these Conditions must be received from you by no later than 26 November 2018

I, _____ confirm that I have read, understood and accept these Conditions.

School:

Date:

Signature: