

Premier’s Spirit of Anzac Prize 2024

Teacher chaperone application guidelines

**We acknowledge the Traditional Owners of Country throughout Victoria and pay respects to their Elders past and present. We acknowledge that Aboriginal self-determination is a human right and recognise the hard work of many generations of Aboriginal people.**

To receive this document in another format, phone the Victorian Government information hotline 1300 366 356, or email Spirit of Anzac Prize soap@dffh.vic.gov.au

**If you need help with communication**

Contact us through the National Relay Service (NRS). For more information:

visit [National Relay Service](https://www.accesshub.gov.au/about-the-nrs) (https://www.accesshub.gov.au/about-the-nrs) to choose your preferred access point, or

call the NRS Helpdesk 1800 555 660.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Australia, Department of Families, Fairness and Housing, March 2024.



With the exception of any images, photographs or branding (including, but not limited to the Victorian Coat of Arms, the Victorian Government logo or the Department of Families, Fairness and Housing logo), this work, Premier’s Spirit of Anzac Prize 2024: Teacher chaperone application guidelines, is licensed under a Creative Commons Attribution 4.0 licence.

The terms and conditions of this licence, including disclaimer of warranties and limitation of liability are available at [Creative Commons Attribution 4.0 International Public License](https://creativecommons.org/licenses/by/4.0/) https://creativecommons.org/licenses/by/4.0/.

You are free to re-use the work under that licence, on the condition that you credit the State of Victoria, Australia (Department of Families, Fairness and Housing) as the author, indicate if any changes have been made to the work and comply with the other licence terms.

ISBN 978-1-76130-475-0 (online/PDF/Word)

Available at [Premier's Spirit of Anzac Prize](https://www.vic.gov.au/premiers-spirit-anzac-prize) https://www.vic.gov.au/premiers-spirit-anzac-prize

(2401699)

# Message from the Minister for Veterans

Honouring Victoria’s veteran community and creating opportunities for education and reflection of our country’s wartime history is an important part of the work that we do.

That’s why I am delighted to announce the opening of the 19th Premier’s Spirit of Anzac Prize.

This annual competition is open to students in Year 9 to 12, to support young Victorians to explore and connect with Australia’s Anzac spirit.

Twelve Prize winners will embark on an unforgettable journey to war memorials, battlefields and commemorative sites in locations which are particularly important to Australia’s history and recognise the service and sacrifice of our veterans.

For this year's competition, students will pay tribute to the 90th anniversary of the Shrine of Remembrance as a place of national, state and cultural importance.

As Victoria's state war memorial, this monument embodies the very values that bind our diverse veteran communities together, and indeed that of all Victorians – those of courage, resilience and friendship.

For the young people about to prepare their submissions, I encourage you to seize this incredible opportunity to explore the Anzac legacy and deepen your understanding of Australia's war and peacekeeping history.

Together, we can ensure that our veterans' legacies are honoured and remembered for generations to come.



**Hon. Natalie Suleyman MP**
Minister for Veterans

Contents

[Message from the Minister for Veterans 3](#_Toc160091256)

[About the Premier’s Spirit of Anzac Prize 5](#_Toc160091257)

[About the study tour 6](#_Toc160091258)

[About the teacher chaperone role 7](#_Toc160091259)

[Study tours and professional development 7](#_Toc160091260)

[Teacher chaperone roles and responsibilities 8](#_Toc160091261)

[How to apply 9](#_Toc160091262)

[Key dates and timelines 9](#_Toc160091263)

[Eligibility criteria 10](#_Toc160091264)

[Application requirements 11](#_Toc160091265)

[Application questions (up to 90 points) 11](#_Toc160091266)

[Teacher biography (up to 10 points) 12](#_Toc160091267)

[How we assess applications 13](#_Toc160091268)

[How we notify you about your application 14](#_Toc160091269)

[More information or help 14](#_Toc160091270)

[Contact us 14](#_Toc160091271)

[Subscribe to our updates 14](#_Toc160091272)

# About the Premier’s Spirit of Anzac Prize

Thank you for your interest in the Premier’s Spirit of Anzac Prize.

The Premier’s Spirit of Anzac Prize is an annual competition open to students enrolled in Years 9 to 12. The competition offers Victorian students the opportunity to:

* explore Australia’s wartime and peacekeeping history
* join a fully funded overseas study tour to significant war heritage sites
* connect with veterans and the ex-service community
* understand and remember the contribution of Victorian service people.

The 2024 competition is open between 4 March and 29 April 2024.

Students entering the competition will investigate how ordinary Victorians:

* united to crowd-fund and build the Shrine and other community war memorials
* achieved their goal during a time of grief, loss and financial hardship
* showed Anzac values of support, courage, endurance, resourcefulness and mateship.

They may be selected to join a funded overseas study tour in 2024. We expect the 2024 study tour to take place during the Victorian September school holidays. All dates are indicative and subject to change.

Secondary teachers can apply for the volunteer role of teacher chaperone to supervise students on the Premier’s Spirit of Anzac Prize overseas study tour in 2024.

We are accepting applications from teachers between 4 March and 29 April 2024.

The Department of Families, Fairness and Housing, Office for Veterans runs the prize.

The Premier's Spirit of Anzac Prize began in 2005. To date, over 4,000 applications have been received and more than 500 students have been awarded the Prize. Prize recipients and teachers have joined study tours exploring significant military and historical sites in:

* Europe
* Southeast Asia
* Australia.

For more information visit:

* [Premier's Spirit of Anzac Prize](https://www.vic.gov.au/premiers-spirit-anzac-prize) https://www.vic.gov.au/premiers-spirit-anzac-prize, or
* [contact us](#_Contact_us).

# About the study tour

The Premier’s Spirit of Anzac Prize 2024 is awarded to 12 students.

These students will receive a fully funded 10-day overseas study tour, which includes:

* accommodation
* transport
* insurance
* activities
* meals.

The Department of Families, Fairness and Housing covers all costs.

We expect that the 2024 overseas study tour will take place during the Victorian September school holidays. All dates are indicative and subject to change.

Premier’s Spirit of Anzac Prize study tours aim to connect young Victorians with the legend and spirit of Anzac, which symbolises the courage and sacrifice of Australian service people.

For more information, see the [Premier’s Spirit of Anzac Prize 2024 student study tour information pack](https://www.vic.gov.au/spirit-anzac-prize-student-competition) https://www.vic.gov.au/spirit-anzac-prize-student-competition.

# About the teacher chaperone role

Secondary teachers can apply for the volunteer teacher chaperone role, supervising students on the Premier’s Spirit of Anzac Prize overseas study tour in 2024.

The department will select 3 teacher chaperones to take part in the study tour.

Teacher chaperones will receive a fully funded 10-day overseas study tour, which includes:

* accommodation
* transport
* insurance
* activities
* meals.

The Department of Families, Fairness and Housing covers all costs.

We also select standby teacher chaperones. They will remain on call to join the study tour at any time, including while the study tour is overseas.

We encourage all eligible teachers to apply.

**Note**: To be selected, you do not need to be accompanying a student from your own school on the study tour.

If selected, you will be:

* an ambassador for the Premier’s Spirit of Anzac Prize
* expected to share your experience with your school and broader community.

## Study tours and professional development

Study tour experiences:

* can broaden your personal outlook
* are a valuable professional development opportunity.

Being a teacher chaperone can:

* deepen your understanding of Australian and world history
* learn from experts, when visiting sites of historical and cultural significance
* travel with a diverse group of people
* form meaningful connections
* gaining new perspectives
* reflect on values of:
	+ courage
	+ sacrifice
	+ mateship
* build collaboration and leadership skills
* gain understandings and memories that will last a lifetime
* immerse yourself in another country’s rich culture and history.

# Teacher chaperone roles and responsibilities

Teacher chaperones supervise and support student participants during the study tour.

Teacher chaperone roles and responsibilities include:

* supervising student participants throughout the tour, including overnight
* being aware of the location of student participants at all times
* managing pastoral care for student participants, including:
	+ meeting their needs
	+ encouraging appropriate relationships
	+ encouraging positive group dynamics
	+ managing any behavioural issues
* applying an inclusive approach to ensure all student participants are valued and supported to fully:
	+ take part
	+ learn
	+ develop
	+ succeed
* recognising the diverse backgrounds, needs and circumstances of student participants
* helping to ensure the safety and wellbeing of student participants, for example:
	+ acting as nominated first aider when required
* working collaboratively with the tour manager in the event of any:
	+ health
	+ behavioural
	+ or other incident affecting the study tour
* understanding the study tour Risk Register and following the emergency management plans
* supporting the tour manager, the local tour providers and the department to deliver a study tour for students that is:
	+ safe
	+ supported
	+ educational
	+ fun
* following the Teacher Chaperone Code of Conduct.

# How to apply

You must submit your application online via the Grants Gateway portal.

To complete the application form, register or login to the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/) https://grantsgateway.dffh.vic.gov.au.

To submit your application, you need to:

* answer questions
* provide a short biography.

Please contact us if you’re having problems:

* accessing the Grants Gateway Portal
* uploading your application documents.

We will work with you to resolve any technical issues.

Phone Office for Veterans information hotline on 1300 366 356 or email Spirit of Anzac Prize soap@dffh.vic.gov.au.

**Note**: If you can’t access the Grants Gateway:

* ask your school to help you submit your application through the Grants Gateway portal
* [contact us](#_Contact_us) for help before the application closing date and time.

## Key dates and timelines

Important information about the process of applying to be a teacher chaperone

| Applications open | Submit application | Applications close |
| --- | --- | --- |
| 10.00 am 4 March 2024 | 4 March 2024 – 29 April 2024 | 5.00 pm 29 April 2024 |
| * Read the competition guidelines, available at [Premier's Spirit of Anzac Prize](https://www.vic.gov.au/premiers-spirit-anzac-prize). https://ww.vic.gov.au/premiers-spirit-anzac-prize.
* Contact us if you have any questions.
* Phone Office for Veterans information hotline 1300 366 356 or email Spirit of Anzac Prize soap@dffh.vic.gov.au.
* Start early to allow enough time to submit your application.
 | To complete an application, register or login to the online [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/) https://grantsgateway.dffh.vic.gov.au.* You can save your application as a draft. Write down your login details so you can resume your application.
* Make sure the required form is completed, signed and attached to your application:
	+ Teacher Chaperone School Endorsement Form.
* Submit the application by the due date and time.
* You receive acknowledgement of your submission via email.
* Note the application number for reference when contacting us about your application.
 | * Late or incomplete applications are not considered.
* Applications are assessed within 2 months of the closing date.
* Shortlisted applicants are invited to attend a 30-minute interview via Microsoft Teams.
* We notify you about the outcome of your application.
 |

# Eligibility criteria

Secondary teachers can apply who:

* are currently registered with the Victorian Institute of Teaching (VIT)
* have approval from their principal or principal delegate on:
	+ time release for the duration of the study tour
	+ any associated in-school-time activities
* are available to attend 3 events in Melbourne during school hours, including:
	+ before the study tour – an award presentation (2 to 3 hours) and a pre-tour travel, security and cultural briefing (half-day)
	+ after the study tour – a feedback session (2 to 3 hours)
* have:
	+ an Australian passport valid for 6 months at the time of travel
	+ if not, agree to get an Australian passport within the required timeframes.

You **must** attach the completed and signed Teacher Chaperone School Endorsement Form to your application.

The Victorian Government embraces diversity and encourages applications from:

* Aboriginal and Torres Strait Islander people
* people living with disability
* LGBTIQA+ people
* people from culturally diverse backgrounds.

# Application requirements

To submit your application, you need to:

* answer questions
* provide a short biography.

## Application questions (up to 90 points)

Your application will include responses to the following questions:

Why are you interested in volunteering as a teacher chaperone on the Premier's Spirit of Anzac Prize overseas study tour in 2024?

In your response, please consider the following questions:

* Do you have a passion for history and supporting student learning on Australia’s wartime and peacekeeping history?
* Do you personally relate to the Spirit of Anzac? Are you connected with veterans in your family or community?
* What values would you bring to the role of teacher chaperone? How would these contribute to the success of the study tour?
* What would it mean for you to be selected as a teacher chaperone for the study tour? What do you think you would gain or learn from this experience?
* What skills and experience would you bring to the role of teacher chaperone? How would you help to deliver a study tour for students that is:
	+ safe
	+ supported
	+ educational
	+ fun?

In your response, please consider the following questions:

* Do you have experience supervising similar student activities? For example:
	+ study tours
	+ exchange programs
	+ camps
	+ excursions.
* Can you tell us how you resolved a challenging situation in an out-of-school environment?
* What strategies would you use to encourage active student engagement and learning during the study tour?
* How would you support student wellbeing and participation on the study tour?

In your response, consider the following questions:

* What is your experience in supporting the diverse needs of students?
* How would you assist a student who is dealing with:
	+ homesickness
	+ psychological distress
	+ physical illness?
* What steps would you take to ensure that all students take part in and benefit from the study tour?

## Teacher biography (up to 10 points)

We require a short biography of between 100 to 200 words.

**Note:** If we select you for the role of teacher chaperone, we will include your biography in the information provided to study tour participants.

# How we assess applications

We do an initial check to ensure that:

* your application is eligible
* the Teacher Chaperone School Endorsement Form is complete and attached.

We will then assess your application against the following criteria.

Assessment criteria

| Criterion  | Description | Score |
| --- | --- | --- |
| **Criterion 1:** Motivation (30%) | The response outlines why the applicant is interested in volunteering as a teacher chaperone on the Premier's Spirit of Anzac Prize overseas study tour in 2024. | **Score out of 30**Applicant has demonstrated:* to a strong extent 25+
* to a reasonable extent 18–24
* to a moderate extent 10–17
* to a basic extent 2–9.
 |
| **Criterion 2:** Skills and experience (30%) | The response outlines the applicant’s skills, experience and capacity to help deliver a study tour for students that is:* safe
* supported
* educational
* fun.
 | **Score out of 30**Applicant has demonstrated: * to a strong extent 25+
* to a reasonable extent 18–24
* to a moderate extent 10–17
* to a basic extent 2 –9.
 |
| **Criterion 3:** Wellbeing and participation (30%) | The response outlines strategies to support student:* diversity
* wellbeing
* participation.
 | **Score out of 30**Applicant has demonstrated: * to a strong extent 25+
* to a reasonable extent 18–24
* to a moderate extent 10–17
* to a basic extent 2–9.
 |
| **Criterion 4:** Teacher biography (10%) | A short biography of between 100 and 200 words is included. | **Score** **out** **of 10**Applicant has demonstrated:* to a strong extend 8+
* to a reasonable extent 6–7
* to a moderate extent 4–5
* to a basic extent 2–3.
 |

# How we notify you about your application

We invite shortlisted applicants to attend a 30-minute interview via Microsoft Teams.

All applicants receive written notification of the outcome of their application.

If you **are successful**, we tell you about the next steps for taking part in the study tour.

# More information or help

Contact us to:

* learn more about the competition
* for help with your application.

## Contact us

* Phone the Victorian Government hotline 1300 366 356.
* Email Spirit of Anzac Prize soap@dffh.vic.gov.au. You can provide a phone number and the best time for us to return your call (during business hours).
* **If you need an interpreter:**

Email Spirit of Anzac Prize soap@dffh.vic.gov.au to request a call back, advising us of your preferred language.

* **If you are deaf, hearing impaired or speech impaired:**

Email Spirit of Anzac Prize soap@dffh.vic.gov.au to request a call back and tell us the National Relay Service you would like us to use to contact you.

## Subscribe to our updates

Keep up to date with the Premier’s Spirit of Anzac Prize, [subscribe to the email update](https://confirmsubscription.com/h/y/B918D1EA3CFD2558) https://confirmsubscription.com/h/y/B918D1EA3CFD2558