

# International Teacher Exchange Program 2020

## Application Form

Email: [exchangeprograms@det.nsw.edu.au](mailto:exchangeprograms@det.nsw.edu.au)

Phone: (02) 4224 9085

Application closing date: 7 December 2018

### Section 1: Application Process

The Teacher Exchange Program rewards outstanding New South Wales teachers with the opportunity to enhance their teaching career and further expand their professional skills in a new environment. Exchange selection is a competitive process. Applicants will be considered on their merit with preference being given to teachers who have:

- demonstrated exceptional practice, in particular if they have achieved Highly Accomplished or Lead Teacher accreditation; and
- a strong recommendation from their principal / director around their professional and personal suitability for an exchange.

#### Questions to consider before applying for exchange

If you answer "no" to any of the following questions, there may be underlying issues which might impact on a successful exchange.

- Does your personality lend itself to being adaptable and flexible while undertaking an exchange?
- When you discussed your interest in applying for exchange, was your principal supportive of your application?
- Have you consulted family members and considered both the positives and negatives of receiving an exchange position? Negatives may include: financial implications, Centrelink payments may cease, spouse may not find work in the exchange location, de facto partners may have difficulty obtaining visas for some locations.
- Have you considered that exchange experiences tend to amplify existing professional, personal or family difficulties and issues?
- Are you confident that you and accompanying family members would be granted appropriate visas for the exchange country? Visa refusal may occur for previous criminal convictions (ie "drink driving") or medical issues regarding you or accompanying family members. Adult children and de facto spouses may be required to apply independently for their own visas.

#### Application steps

- 1) Applicant discusses the possibility of an exchange placement with their principal and proceeds only if support is given.
- 2) Applicant completes and digitally signs the *Application Form* and submits the form and all attachments in PDF format to [exchangeprograms@det.nsw.edu.au](mailto:exchangeprograms@det.nsw.edu.au) by **7 December 2018** in ONE email sent from your Departmental email account.
- 3) Principal completes *Principal Recommendation* document and submits directly to the Teacher Exchange office via email: [exchangeprograms@det.nsw.edu.au](mailto:exchangeprograms@det.nsw.edu.au) This form is at: <https://education.nsw.gov.au/about-us/jobs-and-opportunities/career-opportunities/international-exchange-program> Applicants must ensure their principal submits by **7 December 2018**. Teacher Exchange officers will not follow up with principals regarding the submission of this form.
- 4) The Teacher Exchange office acknowledges application receipt and considers suitable applicants identified based on merit.
- 5) The Teacher Exchange office identifies an appropriate exchange counterpart and proposes a placement firstly to the NSW host principal, and if accepted, to the NSW exchange applicant. An exchange placement is considered to be fully confirmed when both NSW and international host schools and exchange counterparts agree to the proposal.
- 6) Principal advises applicant when/if a suitable exchange has been identified.

Exchange selection and confirmation will occur from **January to April 2019** for exchange placements commencing in **January 2020**.

## Section 2: Exchange Preferences

Name:	School Name:
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### A. Location

Indicate your exchange **location preferences** by ranking them in priority order (starting with one). Selecting the box next to a specific state or province indicates a higher preference within that country. Restricting preferences reduces the possibility of gaining exchange. Where no other possibilities exist, exchange offers may be made for non-selected locations.

Ranking	Location
	<b>United States of America</b> (Visas: De facto relationships are not recognised. Criminal history is a factor.) <input type="checkbox"/> Colorado (or other states as may be available)
	<b>Canada</b> (Visas: Medical clearance is required. Criminal history is a factor.) <input type="checkbox"/> Alberta <input type="checkbox"/> British Columbia <input type="checkbox"/> Manitoba <input type="checkbox"/> Nova Scotia <input type="checkbox"/> New Brunswick <input type="checkbox"/> Ontario
	<b>Germany / Europe</b> (Placement within an International School, where English is the language of instruction).

List locations above to which you would not consider exchange:

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### B. Exchange Counterpart

If you already have located a potential exchange counterpart, please provide details:

Name:	School Name:
Email:	State & Country:

### C. Commencement Date & School Preference (optional)

Exchange placements will usually commence in the first week of January 2020, however, some Canadian schools require a later January start and conclusion.

Exchange placements can sometimes occur within overseas private and governmental single-faith schools. Completing the information below is helpful where these exchanges are available.

I am willing to exchange to a single-faith school <input type="checkbox"/> Yes <input type="checkbox"/> No
My religious affiliation is:

## Section 3: Application Details

### A. Personal Details

Full Name:	
Preferred Name:	
Home Address:	Postcode:
Postal Address:	Postcode:
Mobile Phone:	Home Phone:
DoE Email:	
Date of Birth:	Employee ID:
Citizenship/s:	Passport Expiry Date:
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> De Facto <input type="checkbox"/> Single <input type="checkbox"/> Other:	

Please list accompanying family members / partner: (If additional space is needed please attach as a separate PDF)

Family name (as on passport)	Given Name(s) (as on passport)	Passport Expiry Date	Relationship	Country of Citizenship	Date of Birth (dd/mm/yyyy)

If spouse/partner is also a teacher applying for an exchange placement, please indicate matching preference:

- Both must be matched  Either may be matched, but preferably: (name)

Alternative / next of kin contact (during exchange year):

Name and relationship:	
Home Phone:	Mobile Phone:

**Special medical requirements:** Are there any special medical treatments/requirements or health disabilities for yourself or accompanying family members? (Note that your signature to this form attests that these issues are not – to the best of your knowledge – likely to affect required visa applications nor the successful completion of an exchange).

If yes, please detail:

**Personal and family profile:** Provide details to help potential exchange counterparts form a picture of you / your family. Include community/cultural/recreational interests, abilities or disabilities which may need to be catered for during exchange. (If additional space is needed please attach as a separate PDF)

## B. Professional Background

**Qualifications:** Academic and professional qualifications (including teaching certificates/diplomas) / relevant courses.

Qualification / Course	Subjects (major / minor)	Institution	Dates

**Accreditation Status:** Indicate your current accreditation status. (Note: Should you receive an exchange, you may discuss with NESAs options around taking a Leave of Absence during the exchange year.)

Level: <input type="checkbox"/> Pre-2004 <input type="checkbox"/> Proficient <input type="checkbox"/> Highly Accomplished <input type="checkbox"/> Lead	Date attained:
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**Educational employment record:** List your teaching experience, beginning with the most recent.

School Name	Teaching assignment / subjects	Year/Grades taught	Dates

**Education service summary & programs which may impact upon exchange participation:**

Date of permanent appointment with DoE:	Total years teaching experience:
If in the Deferred Salary Scheme, please indicated expected leave year:	
List details of any recent DoE scholarship / training program which required a Deed of Agreement:	

**Language Education:** List any languages (other than English) in which you possess a degree of fluency. Detail experience you have in teaching Languages Other Than English or in teaching English as a Second Language.

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**Overseas Experience:** Provide details if you have lived, worked, trained or travelled overseas – including an exchange placement.

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**Professional Profile:** Give details to help the potential host school principal picture your professional life. Include a detailed description of your professional career, including any work related extra-curricular involvement, professional associations and special interests. (If additional space is needed please attach as a separate PDF)

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### C. School details

School Name:		School Code:
Classification:	<input type="checkbox"/> Pre-School <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Central <input type="checkbox"/> Other:	
Student age range:		
Address:		Postcode:
School Phone:		Number of Students:
School Email:		
School Website:		
Principal Name:		Principal Email:

Term Dates: Please indicate which division your school is in.

<input type="checkbox"/> Eastern Division Term 1: 28 Jan – 9 April 2020; Term 2: 27 April – 3 July 2020; Term 3: 20 July – 25 Sept 2020; Term 4: 12 Oct – 18 Dec 2020
<input type="checkbox"/> Western Division Term 1: 4 Feb – 9 April 2020; Term 2: 27 April – 3 July 2020; Term 3: 20 July – 25 Sept 2020; Term 4: 12 Oct – 18 Dec 2020

School Profile: Provide an overview of your school. Include details regarding: socioeconomic / ethnicity / general community profile; facilities, curriculum, organisational structure.

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### D. Current Position Details

Current position title:
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Current responsibilities summarised (if in a teaching or classroom role):

Subject description	Grade / Level	Student age range

Further explanation of your current position to assist potential exchangees to understand your role:

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## E. Exchange Assignment

### Teachers

Most exchanges take place at a classroom teacher level. However, efforts can be made to obtain equivalent executive exchanges. After consultation with your principal or director, please tick the level(s) at which you would consider an exchange. (Note that exchange counterparts cannot assume NSW school principal positions).

Equivalent executive

Lower executive

Classroom teacher

Indicate the subjects you are willing to teach while on exchange through qualification or experience:

Subject description	Year / Grade	Student age range

Indicate any other related subjects or extra-curricular duties that you are willing to teach or undertake:

Subject description	Year / Grade	Student age range

After consultation with your principal, please indicate your incoming exchange counterpart's likely assignment(s):

Subject description	Year / Grade	Student age range

Are other duties expected to be assumed? List curricular and extra-curricular.

## F. Exchange Expectations

Please describe your expectations for undertaking an exchange, including any special interests you wish to pursue.

Exchange participants must choose to research a specified area during the exchange. Particular topic options will be presented for selection at the Orientation Conference held prior to exchange commencement.

## G. Accommodation Details

Exchange participants must either exchange their own current accommodation or make suitable and appropriate fully furnished and equipped housing arrangements for their exchange counterpart and accompanying persons. Sole occupancy is preferred. Please contact the Teacher Exchange office should any circumstances change.

Appropriate accommodation exchange arrangements must be made privately between exchange counterparts, and are not the responsibility of coordinating or employing bodies. Additional details may be provided following an exchange proposal.

While on exchange, the number of bedrooms which would best suit my needs:      Ideal:                              Minimum:

While on exchange, the number of beds which would best suit my needs:              Ideal:                              Minimum:

The accommodation I provide for my exchange counterpart could accommodate:      Adults:                              Children:

I will negotiate the exchange of my current accommodation with my exchange counterpart (complete section below).

Rather than exchange my accommodation, I will secure alternative accommodation for my counterpart (complete next section).

### Exchange of current accommodation

Type of accommodation offered for exchange:     Detached House    Unit    Townhouse    Other:

Is any part of the accommodation shared:     No    Yes

Will insurance policies remain valid while occupied by the visiting exchange participant?     Yes    No

Insurance provider name:

Policy Type:

### Description of rooms & appliances

Number of bedrooms:	Number of beds:	Number of bathrooms:
Other rooms: <input type="checkbox"/> Living Room <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Family Room <input type="checkbox"/> Laundry <input type="checkbox"/> Study <input type="checkbox"/> Other:		
Available appliances: <input type="checkbox"/> Stove <input type="checkbox"/> Microwave <input type="checkbox"/> Fridge <input type="checkbox"/> Freezer <input type="checkbox"/> Dishwasher <input type="checkbox"/> Washing Machine <input type="checkbox"/> Clothes Dryer <input type="checkbox"/> TV <input type="checkbox"/> Computer <input type="checkbox"/> Other:		
Describe the fuel type and extent of heating or air conditioning:		

**Special conditions:** Indicate if there are conditions on the use of your accommodation (e.g. smoking not allowed inside, pets requiring care, not suitable for young children, etc.), or any additional information specific to your accommodation that potential exchange counterparts should be aware of.

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### Exchange of alternative accommodation

Complete this section only if you intend on renting or securing alternative accommodation for your exchange partner (that is, you are not exchanging current accommodation). Remember that all accommodation provided must be fully furnished and ideally secured three months prior to exchange. Please only give details of what you can financially commit to for the year.

Type of accommodation offered for exchange:     Detached House    Unit    Townhouse    Other:

Number of bedrooms:

Number of beds:

Number of bathrooms:

Give details of the area/s that the accommodation is likely to be located in or any other relevant information (e.g. Within a certain distance form school, certain suburbs, the amount you are willing to spend on rent per week, etc.)

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## H. Home Location

Complete this section if you are exchanging current accommodation or securing alternative accommodation. If you are securing alternative accommodation for your exchange partner, please give information on likely suburbs.

**Address of accommodation:**

**Location of accommodation:**    Central City    City Suburb    Country Town    Rural    Remote

Describe the home location in relation to your work place:

Describe your usual travel method to your workplace (and alternative methods).

Describe the home location in relation to schools likely to be attended by the exchange counterpart's family.

Provide details of the exchange locality, including population, distances from urban centres, airports, transport, churches, educational facilities, cultural facilities. You may attach additional information if desired. (A4 format).

## I. Vehicle Exchange

The program does not endorse vehicle exchange.



## Section 4: Application Submission

### A. Attachment Checklist

As part of your application, you are required to attach the following documents to your application submission email. Please tick each box to confirm that you have attached these documents to make your application complete. **Note that all documents should be attached as a separate PDF and sent in one email.** Applications (including Principal Reference forms) must be received by **7 December 2018** and should be submitted from your Department of Education email account.

<input type="checkbox"/> The completed version of this <i>Application Form</i> with a digital signature in Section 4: B – Applicant Declaration. This file should be saved as "SURNAME First name – Application Form"
<input type="checkbox"/> Coloured <b>photo montage</b> of your <b>school environment</b> , i.e. classroom, staff room, playgrounds etc. Maximum two A4 pages. Saved as "SURNAME First name – School Photos"
<input type="checkbox"/> A copy of your current <b>school timetable</b> (or if exchanging to a lower position an example timetable of a classroom teacher). This file should be saved as "SURNAME First name – Timetable"
<input type="checkbox"/> If you are exchanging your current accommodation: Colour <b>photo montage</b> of your actual <b>exchange accommodation</b> , i.e. bedrooms, bathrooms, kitchen, living room and front and rear yards. Each photo should be labelled (eg master bedroom, dining room etc). Maximum two A4 pages. This file should be saved as "SURNAME First name – Accommodation Photos"
<input type="checkbox"/> Sketch of your exchange <b>accommodation floorplan</b> / footprint, include approximate room sizes, e.g. 2m x 2.4m This file should be saved as "SURNAME First name – Floorplan"
<input type="checkbox"/> A " <b>selfie photo</b> " – head and shoulders, taken with mobile is fine. This file should be saved as "SURNAME First name –photo"

### B. Applicant Declaration

By submitting this application I declare that the information supplied is complete and correct, and I undertake to inform the exchange program coordinating body immediately of changes in my situation which would necessitate an amendment to this application.

To the best of my knowledge, there are no health or other considerations which affect myself or anyone accompanying me which are likely to impact upon obtaining appropriate visas (which may involve medical or criminal record checks) or affect the successful completion of an exchange.

I authorise the New South Wales Department of Education to obtain from other education institutions and relevant authorities, at any time, details of my work experience and qualifications. I consent for these details and any information contained in the application form to be made available to the bodies as indicated in the Privacy Notice.

I confirm that I have read and will comply with the "Terms and Conditions" of the Exchange Program available at: <https://education.nsw.gov.au/about-us/jobs-and-opportunities/career-opportunities/international-exchange-program>

I confirm that I have discussed this application with my Principal, and my Principal supports my application. I understand that my Principal also needs to submit the Principal Reference form in order for my application to be considered.

Name:	
Date:	

### Privacy Notice

The information contained in this application is being obtained for the purpose of participation in the exchange program and will be used for matching and informing exchange counterparts. Other persons or bodies that may be provided with this information include overseas and interstate exchange coordination bodies, prospective exchange counterparts and their supervisors. For those successful in gaining exchange placements, contact details will be provided to other exchangees and coordinating bodies which assist in preparing exchangees for their experience, such as the NSW Exchange Teachers League. Provision of this information is voluntary. It will be stored securely. You may correct any information provided by contacting the Teacher Exchange office phone (02) 4224 9085 or email: [exchangeprograms@det.nsw.edu.au](mailto:exchangeprograms@det.nsw.edu.au).

Once complete, email your application and attachments as described in Section 1 to [exchangeprograms@det.nsw.edu.au](mailto:exchangeprograms@det.nsw.edu.au) by **7 December 2018** from your Department of Education email account.