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| Aichi Prefecture**C:\Users\01120039\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\QRCVQU89\VICGOV_EDUCATION_LOGO_GOV_BLUE.png** | Aichi - Victoria Teacher Exchange Program 2016 |

## Program Information for Applicants

### Contents

1. Program aims
2. Selection of participants
3. Main features of program
4. Roles and responsibilities
5. Financial arrangements
6. Homestay guidelines

### **Program aims**

* The Aichi - Victoria Teacher Exchange Program 2016 is an exciting international professional learning opportunity being coordinated by the Department of Education and Training Victoria in partnership with the Aichi Prefectural Board of Education in Japan.
* The program aims to promote mutual understanding between Aichi, Japan and Victoria, Australia through the exchange of teachers.
* Visiting another education system is an effective way to reflect upon and enhance professional practice. This program provides participants with a mechanism to share best practices and create partnerships between schools.
* The program aims to:
* Strengthen language education in Victoria and Aichi by providing an opportunity for teachers from both countries to explore and develop effective practice in second language teaching;
* Provide an opportunity for teachers from Aichi to develop their English language skills and Victorian teachers to improve their Japanese language skills;
* Strengthen internationalisation of Victorian and Aichi schools through the promotion of ongoing collaboration between schools; and
* Promote mutual understanding between the two sister states.

### **Selection of participants**

* The Aichi Prefectural Board of Education is responsible for selection of teachers from its jurisdiction for participation in the Program.
* The Department of Education and Training is responsible for selection of teacher participants within its jurisdiction.

**Eligibility (Victorian Schools)**

Victorian secondary schools with a current Japanese language program are eligible to apply to participate in the Program. To be eligible for selection to participate in the program, a school must satisfy the following criteria:

* Able to host an Aichi teacher and provide a suitable four-week, school-based program from 25 July to 19 August 2016.
* Able to provide a homestay for the Aichi teacher from 24 July to 19 August 2016.
* Able to release a suitable teacher to undertake a four-week exchange to Aichi, Japan from 7 November to 1 December 2016.
* Able to release the participating teacher to attend all pre and post program activities organised by the Department of Education and Training (approximately 2 days).

**Selection (Victorian Schools)**

Participation in the Exchange Program will be determined by a selection panel after consideration of responses to the following selection criteria:

* Interest in participating in the Program and alignment with the school’s strategic improvement priorities and internationalisation activity.

## Anticipated benefits to the school, students and teachers.

## The school’s approach to supporting the professional learning of the visiting Aichi teacher. This includes the provision of opportunities to improve their English language skills.

### **Eligibility (Aichi Schools)**

## Aichi senior high schools with an English language program will participate in the program.

## Aichi schools must be able to provide a staff member to undertake a four-week exchange to Victoria Australia from 25 July to 19 August 2016.

## Schools/teachers must be able to provide homestay accommodation for a Victorian teacher from 7 November to 1 December 2016.

### **Selection (Aichi Schools)**

## The Aichi Prefectural Board of Education will select six teachers who are working positively with English language.

## Aichi teachers of English will be recommended by the Principal to participate.

## Aichi teachers will demonstrate interest in improving their teaching skills and English communication skills.

### **Main features of the Program**

## The program is a reciprocal exchange of teachers between Aichi Prefecture, Japan and Victoria, Australia for four weeks.

**Exchange Period**

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| **Phases** | **Exchange Period**  | **Duration** |
| 1: Aichi teachers to Victoria | 25 July to 19 August 2016 | 4 weeks |
| 2: Victorian teachers to Aichi | 7 November to 1 December 2016 | 4 weeks |

**Phase 1 – Victoria**

* This phase involves teachers from Aichi Prefecture visiting Victoria from 25 July to 19 August 2016.
* Six visiting Aichi teachers will each be matched with a Victorian secondary school that will nominate a teacher to exchange to Aichi in return.
* Visiting Aichi teachers will be immersed in their host school and will have opportunities to co-teach and develop their English language skills.
* Each Aichi teacher will be home-stayed in accommodation organised by their Victorian host school.
* It is desirable that throughout the stay, visiting teachers work with their partner to explore opportunities for ongoing collaboration on areas of mutual interest.
* All participants - Aichi and partner Victorian teachers - will be invited to attend an orientation day and a shared learning workshop to be held on completion of the school placement.
* The visiting Aichi teachers will participate in additional professional learning activities organised by the International Education Division, Department of Education and Training.

**Program**

*Airport pick up and transport.*

* IED staff will meet the incoming Aichi teachers and arrange transport to hotel accommodation in central Melbourne.

*Orientation Program*

* On Monday 25 July 2016, International Education Division staff will facilitate an orientation program for visiting Aichi teachers and Victorian partner teachers.
* This Program will be held in central Melbourne.
* At the conclusion of the program the Aichi teachers will travel with the Victorian teacher to the homestay accommodation being provided by the host Victorian school.

## *School immersion*

## From Tuesday 26 July until Thursday 18 August 2016 the Aichi teacher will be immersed in their host Victorian school.

## At the host school, the visiting Aichi teacher will participate in a program developed by the school aimed at developing their English language and teaching skills. This could include class observation, co-teaching, developing units of work and visiting other schools and educational institutions of interest, as well as participating in local and cultural activities.

## *Shared Learning Workshop*

## All Aichi and Victorian participating teachers will be required to attend a shared learning and reflection workshop on Friday 19 August 2016 in central Melbourne.

## This workshop will provide an opportunity to reflect on the learnings from the Exchange Program and discuss progress to date.

## On 20 August 2016 the Aichi teachers will be transported to the airport for their return flight to Japan.

## **Phase 2 - Aichi**

## This phase involves a reciprocal visit by six secondary school teachers from Victoria to their Japanese partner teacher’s school in Aichi from 7 November to 1 December 2016.

**Program**

* Six Victorian teachers will each be matched with an Aichi secondary school.
* The visiting Victorian teacher will be immersed in their host school and will have opportunities to co-teach and develop their Japanese language skills.
* Each Victorian teacher will be home-stayed in accommodation organised by their Aichi host school.
* At the Aichi school, the visiting Victorian teacher will participate in a program developed by the Japanese host school.

## The Exchange Program will focus on developing the Victorian teacher’s Japanese language and teaching skills. The Program will include class observation, co-teaching, developing units of work and where possible visiting other schools and educational institutions of interest as well as participating in local and cultural activities.

**Victorian teachers**

* In order to participate in Phase 2 of the Program, the Victorian partner teacher will arrange all travel in line with the Department of Education and Training’s Travel Policy – Overseas and Domestic Travel. This policy can be viewed at:

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/travelforstaff.aspx>

## Teachers will continue to be paid their regular salary while on exchange and will retain their entitlement to Work Cover.

### **Roles and responsibilities**

**Role of International Education Division, Department of Education and Training**

* Select Victorian host schools.
* Match Japanese teachers with a Victorian host school.
* Provide an orientation workshop for Aichi teachers and their Victorian partner teachers on Monday 25 July 2016.
* Facilitate a reflection and shared learning workshop for all participating teachers on Friday 19 August 2016.
* Provide a payment of $40 per per person per night (approximately $280 AUD per week) to cover the homestay in Victoria.
* Provide an ongoing point of contact to assist schools and teachers in all aspects of the Program.

**Role of Victorian host school**

* Identify and nominate a teacher of Japanese language to participate in the program, using the application form.
* Communicate with the Japanese partner teacher and their school prior to and during the exchange to develop an appropriate school–based program for their visit. This should include classroom observations, co-teaching, developing units of work, use of teaching resources, participation in relevant school and network meetings and workshops and where possible, visits to other local schools.
* Provide suitable homestay accommodation and pastoral care for the visiting Japanese teacher for the duration of their school placement. Suitable arrangements must be made for the provision of meals and transport to and from school each day.
* Release the nominated Victorian teacher to attend both the orientation day on 25 July and shared learning workshop on 19 August 2016.
* Release the nominated Victorian teacher for a reciprocal exchange visit to Aichi for four weeks from 7 November to 1 December 2016.

**Role of Victorian exchange teacher**

* Participate in the program of activities organised by the Aichi host school. (Please note that the exchange teacher is not permitted to teach unsupervised or assume sole responsibility for any classroom program.)
* Arrange all travel in line with Department of Education and Training’s Travel Policy - Overseas and Domestic Travel. This includes gaining approval for travel from the all relevant delegates. A copy of these guidelines is available at:

## <http://www.education.vic.gov.au/school/principals/spag/management/Pages/travelforstaff.aspx>

**Role of Aichi Prefectural Board of Education**

* Identify and nominate teachers of English language to participate in the program.
* Provide an ongoing point of contact to assist schools and teachers in all aspects of the Exchange Program.
* Aichi Prefectural Board of Education will cover the cost of homestay for Victorian teachers in Japan.

**Role of Aichi host school**

* Identify and nominate a teacher of English language to participate in the program.
* Communicate with the Victorian partner teacher and their school prior to and during the exchange to develop an appropriate school–based program for their visit. This should include classroom observations, co-teaching, developing units of work, use of teaching resources, participation in relevant school and network meetings and workshops and where possible, visits to other local schools.
* Provide homestay accommodation and pastoral care for the visiting Victorian teacher for the duration of their school placement. Suitable arrangements must be made for the provision of meals and transport to and from school each day.
* Release the nominated Japanese teacher for an exchange visit to Victoria for four weeks from 25 July to 19 August 2016.

**Role of Aichi exchange teacher**

* Participate in the program of activities organised by the host school. (Please note that the exchange teacher is not permitted to teach unsupervised or assume sole responsibility for any classroom program.)
* In cooperation with Aichi Prefectural Board of Education and their school, arrange homestay in Japan and organise a program of activities for their Victorian partner teacher.
* Arrange their travel to allow for participation in the orientation workshop for participants on 25 July 2016.

### **Financial arrangements**

* The Department of Education and Training will provide funding for transport to and from Tullamarine Airport, Melbourne and hotel accommodation for Aichi teachers in Melbourne on 24 July 2016 and 19 August 2016 for their attendance at the orientation and shared learning days.
* The Department of Education and Training will provide a payment of $40 per per person per night (approximately $280 AUD per week) to support the homestay in Victoria. Homestay for Aichi teachers while in Victoria includes the provision of three meals per day and transportation to and from school.
* There is no cost for participation in the orientation day or shared learning workshop, or other activities facilitated by the Department of Education and Training. Schools will be required to cover the release and any other costs for the Victorian teacher to participate in these activities.
* It is expected that the costs for Victorian teachers’ travel to Japan will be provided through their school’s professional development budget. The source of the funds for travel should be declared in the teachers’ approval to travel request.
* Aichi Prefectural Board of Education will cover the cost of homestay for Victorian teachers in Japan.
* Victorian participating schools will need to cover any replacement costs (if required) for the teacher during their exchange visit to Japan.

### **Homestay guidelines – Victoria and Aichi**

## To participate in the Aichi-Victoria Teacher Exchange Program, the Victorian and Aichi partner schools are asked to provide accommodation and meals for their visiting partner teachers for the duration of their school placement.

## Homestay is full board accommodation offered by a family, couple or single person.

## Where possible the visiting teacher should be accommodated with the partner teacher. Where this is not possible the partner school should arrange a suitable homestay. Other options for homestay include another member of staff or a family from the school community.

## It is essential that the homestay accommodation arranged by the school/partner teacher is of good quality and provides a safe, comfortable and caring environment.

## For visiting exchange teachers, arriving in a new country may be a challenging experience. They will need support to adjust to a different time zone, lifestyle, and culture. Host partner teachers play an important role in providing a supportive home environment during the exchange teacher’s stay in their host country.

## The homestay experience is an excellent way for the visiting teacher to learn more about the country’s culture and make the most of their international experience. It is an important part of this Program.