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|  http://intranet.ceomelb.catholic.edu.au/Identity/cecv/newcolour_logotext.jpg C:\Users\01120039\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\QRCVQU89\VICGOV_EDUCATION_LOGO_GOV_BLUE.png \\shfilesvr01\HOData\School Services\User Files\GWhiley\Images\ISV logo.pngVictorian InternationalTeaching Fellowship 2018For the Terms and Conditions of the Fellowship program and information on how to apply, read the accompanying instructions.*Insert a passport style digital photograph within this space*

|  |
| --- |
| SECTION A : PERSONAL & SCHOOL DETAILS |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Title: |       |
| Given Names: |       | DOB: |       |
| Street Address: |       |
| Suburb/Town: |       | Post Code: |       |
| Home Phone: |       | Mobile Phone: |       |
| Email Address: |       |  |
| Religious denomination (optional): |       |  |
| How many people would be accompanying you? |       |  |

|  |  |
| --- | --- |
| Current school: |       |
| Street Address: |       |
| Suburb/Town: |       | Post Code: |       |
| School Phone: |       | School Fax: |       |
| Email Address: |       |
| Principal: |       |  |
| Student population: |       | Number of teachers: |       |
| Position in school: |  | VIT Registration No.: |       |

|  |
| --- |
| **SECTION B : ELIGIBILITY & PREFERRED LOCATIONS** |

|  |  |
| --- | --- |
| Are you currently in an ongoing, full time position in a Victorian school? |       |
| Have you completed the equivalent of 4 years teacher training? |       |
| At the time of application how many years have you been teaching at FTE equivalent? |       |
| Will your current health allow you to undertake this year-long program? |       |
| Please obtain a medical certificate from your doctor and attach it to this application. |
| Have you ever been convicted of a criminal offence? |       | Year: |       |
| If yes, specify below the nature of the conviction and resulting penalty. |
|       |

**Preferred overseas appointments**Type numbers into the boxes below to indicate your preferences in each category (1 = first choice).Do not number preferences that you will not accept.

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Region** | **School type** | **Role** |
|       | Canada |  | Metropolitan |       | Primary |       | Principal class |
|       | Germany |       | Provincial city |       | Secondary |       | Class teacher |
|       | UK |       | Country town |       | Special |       | Other (specify) |
|       | United States of America |       |
|       | International schools (Germany in Europe, based on UK curriculum) |
|       | **Would you be prepared to accept a July/ July exchange?** |

 |
| **SECTION C : PROFESSIONAL DETAILS** |
| **Current teaching & leadership duties**Check the box ⮽ in the left column if the incoming teacher may be expected to teach this learning area/subject.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **⌧** | **Learning areas/subjects currently teaching** | **Year Levels** | **Age range** | **Hours pw** |
| **[ ]**  |       |       |       |       |
| **[ ]**  |       |       |       |       |
| **[ ]**  |       |       |       |       |
| **[ ]**  |       |       |       |       |
| **[ ]**  |       |       |       |       |
| **[ ]**  |       |       |       |       |

 |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Other possible areas/subjects for the incoming teacher** | **Year Levels** | **Age range** | **Hours pw** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |

|  |  |
| --- | --- |
| **Learning areas/subjects you are qualified to teach**Type in one area/subject per field |       |
|       |
|       |
| **Other learning areas/subjects you have taught**Type in one area/subject per field |       |
|       |
|  |       |

 **Current leadership duties**

|  |  |
| --- | --- |
| Do you currently hold an appointed leadership position? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| If yes, which position do you hold? |  | Hours pw: |  |
| Other: |  |

|  |
| --- |
| Which, if any, of these will the incoming teacher be expected to fill? Type the specific position(s) below |
|  |

**Sequential teaching history-** List most recent first

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School of appointment** | **Year** | **Area / Subject** | **Year levels** | **Age range** | **Number****of years** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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| **Academic background**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **Major subject** | **Minor subject** | **Started** | **Finished** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
|       |       |       |       |       |       |

**Additional information (**Avoid abbreviations for clarity)

|  |  |
| --- | --- |
| You may wish to include details of any relevant any extracurricular activities currently engaged in outside of timetabled duties, membership of professional associations to which you belong or other relevant work you have undertaken (paid or unpaid)

|  |
| --- |
|       |

 |

|  |  |
| --- | --- |
| Have you been awarded a VITF in previous years? [ ] Yes [ ] NoIf so, when and where |  |

|  |
| --- |
| SECTION D : SELECTION CRITERIA |

**1. Professional excellence**Outline how you demonstrate professional excellence both within and beyond your school. In your response comment on your classroom practice, leadership experience and capacity, extracurricular contributions and other relevant experience and attributes. ( You may wish to refer to the AISTL Standards)

|  |
| --- |
| Please limit your response to 400 words      |
| **Principal’s Recommendation** (or regional director/representative if applicant is a principal)Please comment on the extent to which the applicant demonstrates professional excellence both within and beyond the school.      |

**2. Personal qualities and experience**Outline what personal qualities and experience you have that would ensure you would be a successful Victorian International Teaching Fellow and support your capacity to live and work overseas.

|  |
| --- |
| Please limit your response to 400 words      |
| **Principal’s Recommendation** (or regional director/representative if applicant is a principal)Please comment on the applicant’s personal qualities and experience that would ensure he/she would be a successful Victorian International Teaching Fellow.      |

**3. Professional learning**Specify how being a Victorian International Teaching Fellow will support your professional learning and career development.

|  |
| --- |
| Please limit your response to 400 words      |
| **Principal’s Recommendation** (or regional director/representative if applicant is a principal)Please comment on how you think being a Victorian International Teaching Fellow would enhance the applicant’s professional learning and career development.      |

**4. Application of learning**There is an expectation that your learning will contribute to both your school and system. Please indicate how you plan to apply your learning on your return to your school.

|  |
| --- |
| Please limit your response to 400 words      |
| **Principal’s Recommendation** (or regional director/representative if applicant is a principal)Please comment on the capacity of the applicant to share and apply the knowledge and skills gained as a result of the Victorian International Teaching Fellowship experience.      |
| **Principal additional comment** (or regional director/representative if applicant is a principal)Please provide any other information regarding this applicant that you deem to be relevant. |
| **SECTION E : EXCHANGE INFORMATION** |

**Double exchange applications**Double exchange placements including your spouse/partner are possible, but are usually difficult to obtain. Specifying a double match as a condition will restrict you chance of success. If you elect to proceed with a double match, your spouse/partner is required to submit his/her own separate Fellowship application.

|  |  |
| --- | --- |
| Do you intend proceeding with a double match application? |       |
| Spouse/Partner’s name: |       | Same school? |       |

If you wish to proceed with a double match exchange application, which of the following will be considered?

|  |  |
| --- | --- |
| **[ ]**  | Double match only. |
| **[ ]**  | If no double match available, a single match for me. |
| **[ ]**  | If no double match available, a single match for my partner/spouse. |

 **Accompanying persons**Provide details of the applicant and any persons who would be accompanying the applicant. This information is required for visa purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** | **Relationship** | **DOB** | **Town & Country of birth** |
|       | Self |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Next of kin residing in Australia** (During proposed VITF)

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |       | Relationship: |       |
| Address: |       | Post Code: |       |
| Phone |       | Mobile phone: |       |
| Email: |       |  |

**Power of Attorney to conduct your affairs while overseas**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |       | Relationship: |       |
| Address: |       | Post Code: |       |
| Phone |       | Mobile phone: |       |
| Email: |       |  |
| Type: |  |  |

**Community/domestic support person**Who will you nominate to support the visiting exchange Fellow in the event of an emergency while you are overseas e.g. medical emergency, burst hot water service etc?

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |       | Relationship: |       |
| Address: |       | Post Code: |       |
| Phone |       | Mobile phone: |       |
| Email: |       |  |

**Personal Profile**Provide a brief description to enable exchange counterparts and administrators to form a picture of you/your family. Include any community, cultural and recreational interests.

|  |
| --- |
|  |

**Accommodation**

|  |  |
| --- | --- |
| Please confirm that if you are awarded a Fellowship you will provide suitable sole occupancy accommodation for the exchange teacher and accompanying family for the entire period of the exchange. |       |

Indicate the features of the provided sole occupancy accommodation in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Accommodation type** | **Ownership** | **Rooms & numbers** | **Bed types & number** |
| [ ]   | Detached house | [ ]  | Own | All rooms |       | King |       |
| [ ]   | Attached house | [ ]  | Renting | Bedrooms |       | Queen |       |
| [ ]   | Apartment / Flat | [ ]  | Other | Bathrooms |       | Double |       |
| [ ]  | Other (specify): |       | Single |       |

|  |  |
| --- | --- |
| How many people can comfortably sleep in your provided accommodation? |       |
| How many bedrooms will you/your family require in the overseas accommodation? |       |

**Insurance**

|  |  |
| --- | --- |
| Will your home and contents insurance be valid when the exchange teacher occupies your residence? |       |
| Will your contents insurance cover the exchange teacher’s property? |       |

**Special conditions**

|  |  |
| --- | --- |
| Are you or any of your accompanying family smokers? |       |
| Would you be prepared to have smokers in your home? |       |
| Do you have any pets/livestock requiring care by the exchange teacher? |       |
| If there are any other special conditions regarding accommodation provision and/or requirements, please specify below. Include relevant information regarding, heating or cooling, appliances available, maintenance of garden etc |
|       |

**Alternative accommodation**If the accommodation you will be providing to the exchange teacher is NOT your usual place of residence, please provide details of the arrangements you will be providing.

|  |
| --- |
|  |

**House/apartment floor plan.**Within this page insert a floor plan of your house/apartment.

|  |
| --- |
|  |

**House/apartment photographs**Within this page ONLY, insert a collage of digital photographs of the main rooms of your house/apartment and the exterior aspects front and rear.

|  |
| --- |
|  |

**School profile**Provide a description of your school, students, staff and parent organisations. Also include any non-teaching responsibilities that may/will be expected of the in-coming Fellow. Use the following points to help shape your profile. Include the school’s website address.

|  |  |  |
| --- | --- | --- |
| * Student age range
* Socio-economic profile
* Ethnicity profile
* Student grouping
* Student transport access
 | * Organisational structure
* Daily organisation
* School facilities
* School holidays
* Curriculum
 | * Philosophy
* School priorities
* General community profile
* Distance from Melbourne/regional centre
 |

|  |
| --- |
|       |
| **Principal’s (or regional director/representative if applicant is a principal) comment on school profile and expectations of incoming Fellow as a member of the school community.** |

List the names of the colleagues who will provide in-school support for the in-coming Fellow.

|  |  |  |
| --- | --- | --- |
| **Name** | **Support role** | **Email address** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**Community profile**Within the space below, provide a profile of your area that would give the visiting Fellow a flavour of your community and surrounding areas. Use the following points to help you shape your profile. Provide website URLs /links where possible to enable the exchange teacher to investigate prior to his/her departure.

|  |  |  |
| --- | --- | --- |
| * Location in relation to Melbourne
* Population
* Regional features
* Emergency services
* Entertainment centres
* Community attributes
* Local landmarks
 | * Recreational facilities
* Doctors
* Hospitals
* Dentists
* Churches
* Other places of worship
* Shops
 | * Supermarkets
* Restaurants
* Banks
* Industry
* Transport
 |
|       |

**Location maps**Within this page, provide two location maps – one of the location of your home within Victoria; the other the location of your home in relation to your school.

|  |
| --- |
| **Within Victoria** |

|  |
| --- |
| **Location of school** |

 |

|  |
| --- |
| SECTION F : LEGAL AGREEMENT |
| VITF Applicant Agreement**I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **confirm that I have read the information for** **(print full name)applicants and if awarded a Victorian International Teaching Fellowship:**1. I agree to remain teaching in my overseas position for the full twelve-month period of the exchange.
2. I agree to return to my teaching position at the end of my exchange year unless alternative arrangements have been made between my employer and myself and specified in writing.
3. I confirm that suitable sole occupancy accommodation is available for the incoming exchange teacher and accompanying family for the entire period of the exchange.
4. I agree to notify the Department of Education and Training of any changes in my circumstances which may affect my application e.g. the inability to proceed, a change in my employment location, a change in accommodation offered including renovations, criminal conviction, a change in relevant family circumstances or other status.
5. I certify that I have read the *Terms and Conditions for Victorian International Teaching Fellowship Program* and that I fully understand the Terms and Conditions, and that I agree to abide by all the Terms and Conditions stated.
6. I provide consent for my personal and health information, contained within my application, to be transferred to persons/agencies interstate and overseas.
7. I agree to complete the professional learning program and present my findings at a suitable forum as approved by my education authority.
8. I certify that all the answers given and the information provided on this application, are true and correct.
9. I state that to the best of my knowledge there are no other considerations affecting myself or anyone accompanying me which are likely to affect the successful completion of the exchange.

**Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Witnessed by applicant’s principal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or (Regional Director/ representative if the applicant is a principal)**Principal’s name in full:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**APPLICANTS PLEASE NOTE**Failure to notify the Department of Education and Training of any changes indicated in clause 4 of the **LEGAL AGREEMENT** above, may render your application void.See the following checklist to ensure all required documents have been included.**Applications close 1 December 2016.****Privacy note:**The information contained in this application is being obtained for the purpose of participation in the Victorian International Teaching Fellowship (VITF) Program. It will be used by the Department of Education and Training (DET) for identifying program participants and matching exchange counterparts. Other persons/agencies that may be provided with this information are overseas and interstate exchange coordination bodies and support organisations which assist in preparing Fellows for their experience, such as the Victorian International Teachers Association (ITA), the Catholic Education Commission of Victoria and Independent Schools Victoria. Provision of this information is voluntary. If you do not wish this information to be given to support organisations, you must inform International Education Division, DET of this in writing. The information will be stored by the DET securely. You may correct any information provided by contacting the DET International Education Division on Tel: (03) 9637 3476 or email vitf@edumail.vic.gov.au |

|  |
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| SECTION G: PRINCIPAL’s MEMORANDUM OF UNDERSTANDING |
| PRINCIPAL’S UNDERTAKING OF RESPONSIBILITYPrincipal, please read the Memorandum of Understanding and the Terms and Conditions carefully to ensure you understand and accept the conditions of the VITF Program.The Terms and Conditions may be obtained from the applicant or on the Department of Education and Training website at [www.education.vic.gov.au/principals/management/Pages/educators.aspx](http://www.education.vic.gov.au/principals/management/Pages/educators.aspx).If the applicant is a principal this memorandum of understanding should be completed by the Regional Director or their nominated representative. |

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| Applicant’s name: |  |
| Principal’s name |  |
| School: |  |

As the principal of a school participating in the 2018 Victorian International Teaching Fellowship Program, I understand that:

1. It is a requirement of the program that I recommend the applicant to participate in the VITF program based on my knowledge of the applicant as an exemplary teacher who will be a great ambassador for Victorian education. The participation of the teacher in the program will be based on my recommendation.
2. I or my nominee will ensure that the Victorian teacher is kept up to date with current educational initiatives through regular provision of school newsletters and/or other relevant documents.
3. I or my nominee will be responsible for providing a school induction and orientation program for the incoming overseas teacher.
4. I or my nominee will be responsible for monitoring the ongoing welfare of the incoming ITF and the Victorian ITF. Should a problem of a personal or professional nature arise, this should be resolved at the school level by the parties concerned. The International Education Division of the Department of Education and Training (DET) will only become involved should the matter require negotiation on a system to system level.
5. I or my nominee will be responsible for reporting sick leave and professional development days taken by the incoming ITF to the relevant overseas employing authority.
6. Short-term absences by the incoming ITF (up to 15 days) will be covered by the school. In the case of extended absence, reimbursement will be sought through the International Education Division of the DET from the incoming ITF’s employing authority.
7. I understand that if the Victorian ITF is unable to continue an exchange due to unforeseen circumstances, the school will be expected to contribute toward the cost of an overseas replacement teacher.
8. I have read and accept the *Principal’s Undertaking of Responsibility* and the *Terms and Conditions* of the Victorian International Teaching Fellowship Program.

[ ]  I recommend the applicant as a sound applicant for participation in the Victorian International Teaching Fellowship Program.

**[ ]**  I do not recommend the applicant as a participant in the Victorian International Teaching Fellowship Program. (Please ☑ one box)

Principal’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| SECTION H: Summary |
| Name: |  |
| School: |  |
| School address: |  |
| School phone: |  |
| Applicant phone: |  |
| Applicant email: |  |
| Years of teaching experience: |  |
| Current teaching role Subjects taught (if secondary) |  |
| Probable role of incoming teacher:Subjects required (if secondary) |  |
| Principal name: |  |
| Principal email: |  |
| Accompanying family: |  |
| Type of housing offered: |  |
| Number of bedrooms offered: |  |
| Number of bedrooms required: |  |
| Special considerations |

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| ChecklistCheck the items ⌧ on this checklist to ensure you have completed all requirements of your application.[ ]  All fields of the *Personal & School Details* section have been completed (SECTION A).[ ]  Preferred overseas appointments have been indicated (SECTION B).[ ]  All required fields of the *Professional Details* section have been provided (SECTION C).[ ]  All four areas of the *Selection Criteria* section have been addressed (SECTION D).[ ]  All fields of the *Exchange Information* section have been completed (SECTION E).[ ]  A floor plan of your residence has been inserted. (SECTION E)[ ]  Digital photographs of your home as specified on page 4 have been inserted. (SECTION E)[ ]  A map of your geographic location within Victoria has been inserted. (SECTION E)[ ]  A map showing the location of your home in relation to the school has been inserted. (SECTION E)[ ]  A medical certificate has been obtained and is attached.[ ]  The application has been signed and dated prior to scanning. (See below).[ ]  The *Legal Agreement* has been signed and witnessed by the principal and is attached (SECTION F).[ ]  The *Principal’s Memorandum of Understanding* has been signed[ ]  The Summary page has been completed (SECTION H).**How did you find out about the VITF program?** **Please scan the complete application and email to**vitf@edumail.vic.gov.au**In the email subject line please type:****<Your name> VITF 2018**When scanning your completed application please check your scanner/photocopier’s scanning options to ensure that you scan the document as a PDF with low or standard resolution as one document. The file size should not exceed 10-12MB as files larger than this may not be received. Please do not send separate images or jpeg files.[ ]  A previous VITF recipient at your school.[ ]  A previous VITF recipient at another school.[ ]  DET website.[ ]  A DET circular.[ ]  A CECV circular.[ ]  A CECV/CEOM flyer.[ ]  An independent schools flyer.[ ]  At the suggestion of your principal[ ]  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Applications close on 1 December 2016.** Late applications will be accepted up **until 31 May 2017** but as matching will predominately occur in early 2017, applications received before 1 December 2016 will be advantaged. |