

Global Engagement
Department of Education International

Students: Important Information for your Tokyo Experience School Application



Introduction:

The following pages contain essential information about the online application process.

This document gives you the opportunity to:

- Review the supporting documents for your online application.
- Discuss your application with your parent(s)/guardian(s).
- Discuss this opportunity with a supporting teacher.
- **Note:** If you are shortlisted for an interview your supporting teacher will be contacted to verify and endorse your application via the **Supporting Teacher's Endorsement of Application** form.
- **Note:** Your application must adhere to the highest standards of academic honesty, demonstrating careful attention to plagiarism and the responsible use of AI-generated content.

In this document you will find:

- Screenshots of the Online Application Portal.
- The four key questions you will need to answer for your application.
- [Students: Eligibility Requirements for Tokyo Experience School.](#)
- [Students: Conditions of Entry, Program Rules and Privacy Statement.](#)
- Sample of [Applicant and Parent/Guardian Declaration, Acknowledgement and Consent Form](#) that will be emailed to you and your parent(s)/guardian(s) **after** you have completed your online application.
- Sample of [Supporting Teacher's Endorsement of Application](#) form that will be emailed to supporting teachers of applicants who have been **shortlisted for an interview.**

Important tips about the online application portal:

- Once you begin, you must complete and submit the online application in one sitting.
- There is no option to save your progress and return later to finish the application.
- Once submitted, you will not be able to make any changes to your application.
- We advise you complete this application with the support of your parent(s)/guardian(s).



The Online Application Portal

Screen captures and the application questions





Tokyo Experience School - Student Application Portal

The Tokyo Experience School is an exciting program that offers Queensland Year 10 students an exciting opportunity to be immersed in the rich culture of Japan, enhance their Japanese language skills and experience life in the vibrant city of Tokyo.

Participants will experience Japanese school life at a local Tokyo high school, where they will practice and develop their language skills through participation in a variety of classes and activities. Participants will also delve into Japan's rich historical and cultural heritage, visit significant sites and landmarks and engage in industry visits.

Through this program, participants not only improve their language skills and deepen their appreciation for Japan's rich heritage; they also cultivate the knowledge, skills and cultural awareness needed to thrive in an increasingly interconnected world.

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Privacy Statement:

The Department of Education (the department) is collecting the personal information you provide on this form for the purpose of administrating the Tokyo Experience School Program (the program) application process. Your personal information will only be accessed by authorised employees within the department and supervising staff. Your personal information will be used by the department to communicate with you, for planning and organising the program, obtaining flights and travel insurance, making arrangements to cater for special requirements (where possible) and to assist the department and partner school to fulfil their duty of care. Should you wish to update your personal information, you may submit a request to the department at global.engagement@qed.qld.gov.au.

Some of your personal information will be disclosed to insurance organisations, tour operators, airlines, travel companies, accommodation providers, international partner organisations and other external parties involved in providing services to the group as part of the program. During this process, your personal information may be transferred overseas. Relevant personal information will be given to medical professionals in the event you require medical attention on the program or while in the care of the department.

At the end of the program, your personal information and associated data is stored securely by the department on servers that are located on shore in Australia. Your personal information will be managed in accordance with the Information Privacy Act 2009. The department's Privacy Policy can be found at: www.qld.gov.au/legal/privacy. The department will only use your personal information collected for the purposes stated above and it will not be used or disclosed otherwise, unless you provide permission or if authorised or required by law. If you have any questions or concerns about the collection, storage, use or disclosure of the information, please contact Global Engagement on (07) 3513 5737.

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- Department's Privacy Policy: <https://www.qld.gov.au/legal/privacy>

Thank you for your interest in the Tokyo Experience School!

Important:

- Before you apply, you must read the [Students: Important Information for your Tokyo Experience School Application](#) so you know what questions you will have to answer.
- Once you begin, you must complete and submit the online application in one sitting.
- There is no option to save your progress and return later to finish the application.
- Once submitted, you will not be able to make any changes to your application.
- We advise you complete this online application with the support of your parent(s)/guardian(s).

Before applying, I confirm I have been to the Tokyo Experience School webpage and have:

- Read the **Students: Eligibility Requirements for Tokyo Experience School** document.
- Read the **Students: Conditions of Entry, Program Rules and Privacy Statement** document.
- Discussed this opportunity with my parent(s)/guardian(s), and they support my application. They will sign the **Applicant and Parent/Guardian Declaration, Acknowledgement and Consent Form** (emailed to applicants and parent(s)/guardian(s) after you have completed your online application).
- Discussed this opportunity with a supporting teacher. If I am shortlisted for an interview my supporting teacher will be contacted to verify and endorse my application via the **Supporting Teacher's Endorsement of Application** form.
- Ensured that my application adheres to the highest standards of academic honesty, demonstrating careful attention to plagiarism and the responsible use of AI generated content.

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Your student details *(as per your passport or birth certificate):*

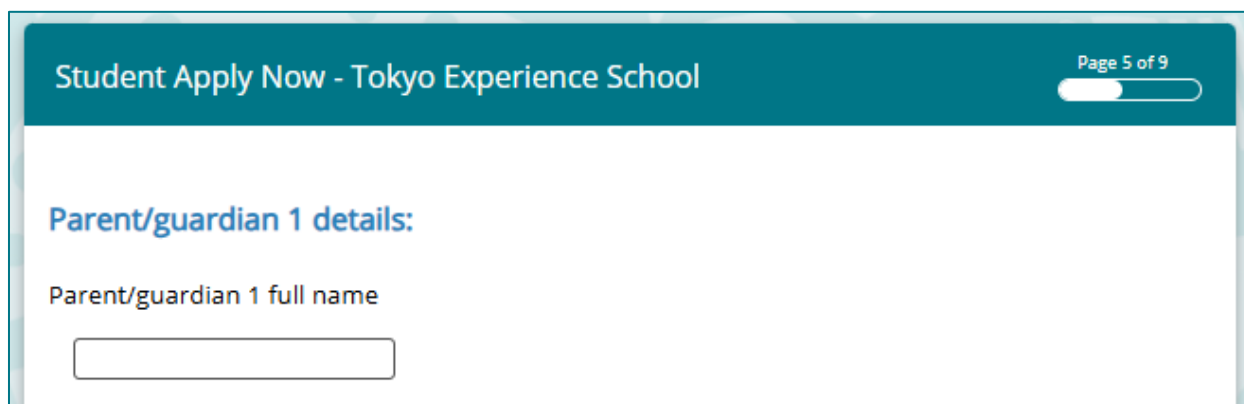
First name

On this page, you will be asked to provide the following information:

Your student details *(as per your passport or birth certificate):*

- *First name*
- *Last name*
- *What is your date of birth?*
- *Gender: How do you identify?*
- *Do you identify as Aboriginal or Torres Strait Islander?*
- *What is your residential post code?*
- *What is your mobile number?*
- *What is your email address? (You must use your school email address)*
- *Have you travelled overseas before?*
- *Have you participated in a Global Engagement program before?*

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Parent/guardian 1 details:

Parent/guardian 1 full name

On this page, you will be asked to provide the following information:

Parent/Guardian 1 details:

- *Parent/guardian 1 full name*
- *Parent/guardian 1 relationship to student*
- *Parent/guardian 1 mobile phone*
- *Parent/guardian 1 email address*
- *Parent/guardian 1 residential post code*
- *Does parent/guardian 1 speak a language other than English at home?*

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Parent/guardian 2 details: *(leave blank if not applicable)*

Parent/guardian 2 full name *(leave blank if not applicable)*

On this page, you will be asked to provide the following information **(if applicable)**:

Parent/Guardian 2 details: (leave blank if not applicable):

- *Parent/guardian 2 full name (leave blank if not applicable)*
- *Parent/guardian 2 relationship to student (leave blank if not applicable)*
- *Parent/guardian 2 mobile phone (leave blank if not applicable)*
- *Parent/guardian 2 email address (leave blank if not applicable)*
- *Parent/guardian 2 residential post code (leave blank if not applicable)*
- *Does Parent/guardian 2 speak a language other than English at home?
(leave blank if not applicable)*

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Your school and supporting teacher details:

What is the name of your school?

On this page, you will be asked to provide the following information:

Your school and supporting teacher details:

- *What is the name of your school?*
- *What is your school's post code?*
- *What is your current school year level?*
- *Provide the name of the teacher who is happy to verify and endorse your application.*
- *Provide your teacher's email address.*

Note: Your supporting teacher will be contacted to verify and endorse your application **if you are shortlisted** for an interview.

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Photo and responses to the four key questions:

Upload a current photo of yourself:

Make sure your photo is **clearly labelled with your full name** so we can identify you easily when we download your application. You may upload **.jpeg** and **.png** images. **Make sure the file size is small.**

Upload file

On this page, we ask you to upload a photo of yourself. The instruction is:

Upload a current photo of yourself:

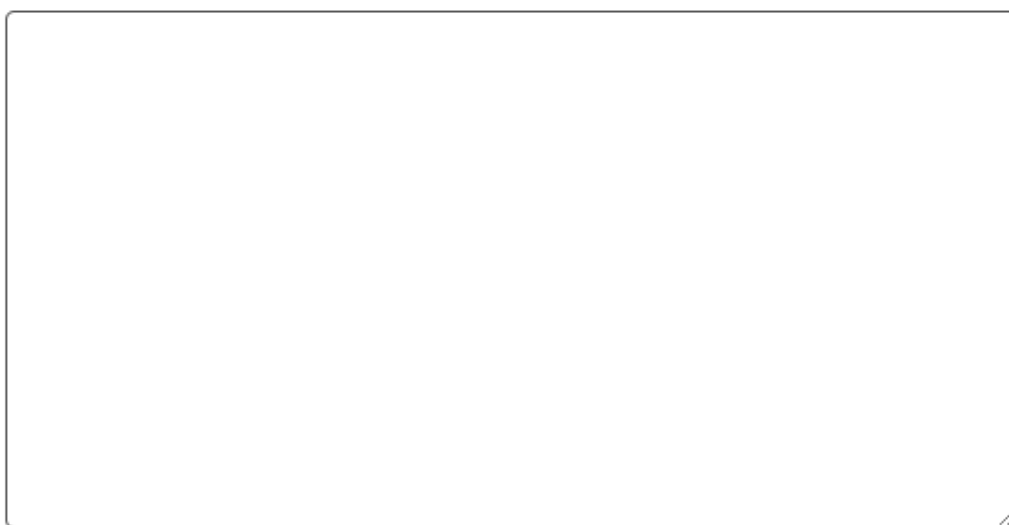
Make sure your photo **is clearly labelled with your full name** so we can identify you easily when we download your application. You may upload **.jpeg** and **.png** images. **Make sure the file size is small.**

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Answer the four key questions:

Question 1: Tell us about yourself and describe the impact this once-in-a-lifetime opportunity would have on you personally, your family and your school community.

(2000 characters maximum - approx. 300 words)



Underneath the '*Upload a current photo of yourself*' section, you will find the **four key questions**. The purpose of these questions is to learn more about you. You should prepare your responses ready to 'cut and paste' into the Online Application Portal.

The four key questions are:

Question 1: Tell us about yourself and describe the impact this once-in-a-lifetime opportunity would have on you personally, your family and your school community.

(2000 characters maximum - approx. 300 words)

Question 2: How do you believe participating in this program will enhance your global competence, particularly in terms of understanding different cultures and perspectives?

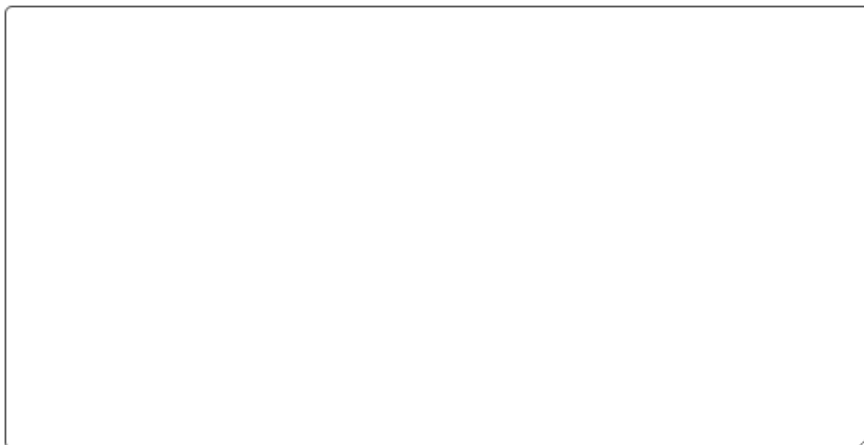
(2000 characters maximum - approx. 300 words)



Question 2: How do you believe participating in this program will enhance your global competence, particularly in terms of understanding different cultures and perspectives? *(2000 characters maximum - approx. 300 words)*

Question 3: Tell us about a time when you faced adversity (*tough times*), how you dealt with the situation, and what the experience taught you about yourself.

(2000 characters maximum - approx. 300 words)



Question 3: Tell us about a time when you faced adversity (*tough times*), how you dealt with the situation, and what the experience taught you about yourself. *(2000 characters maximum - approx. 300 words)*

Question 4: If given the chance to travel to Japan and experience its vibrant culture firsthand, how will this influence your trajectory in continuing to learn Japanese? What specific activities or projects will you engage in to stay connected with Japanese language beyond the program?

(2000 characters maximum - approx. 300 words)

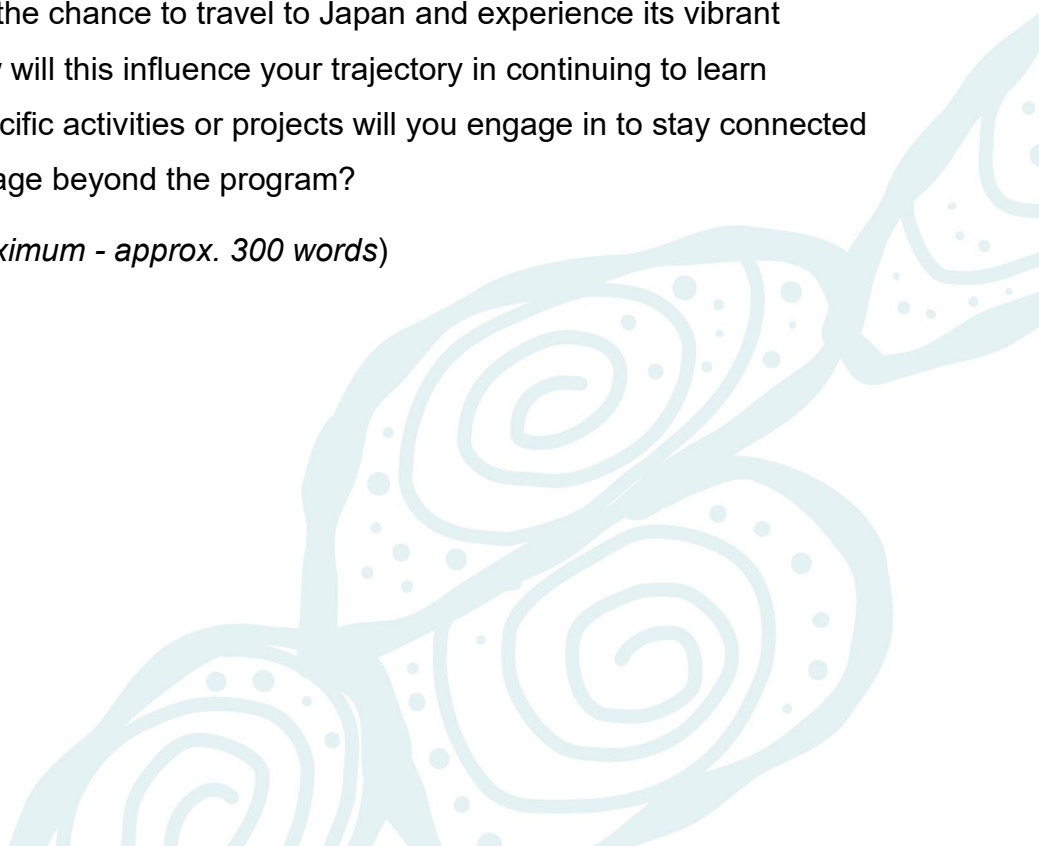


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Question 4: If given the chance to travel to Japan and experience its vibrant culture firsthand, how will this influence your trajectory in continuing to learn Japanese? What specific activities or projects will you engage in to stay connected with Japanese language beyond the program?

(2000 characters maximum - approx. 300 words)



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Thank you for applying for the Tokyo Experience School!

Next Steps:

- A Project Officer will send you and your parent(s)/guardian(s) a confirmation email after reviewing your application. You and your parent(s)/guardian(s) will be required to sign the **Applicant and Parent(s)/Guardian(s) Declaration, Acknowledgement and Consent Form** at this point.
- Please allow up to 5 business days to receive the confirmation email.
- Once all applications are processed, a panel will review and shortlist.
- All applicants will be notified of the outcome from the shortlisting stage via email.
- If shortlisted, a Project Officer will:
 - Contact your supporting teacher to endorse your application and suitability for the program.
 - Contact your supporting teacher who will be required to complete the **Supporting Teacher's Endorsement of Application** form.
- Shortlisted applicants will be invited to an interview with a selection panel.
- Interviews will be conducted online via Microsoft Teams.
- All interviewed applicants will be notified of the outcome via email from the Director, Global Engagement.
- Further details about the selection process can be found in the **Students: Conditions of Entry, Program Rules and Privacy Statement**.
- If you have any further questions, contact global.engagement@qed.qld.gov.au.

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Finalise

The information on page 9 reads:

Next Steps:

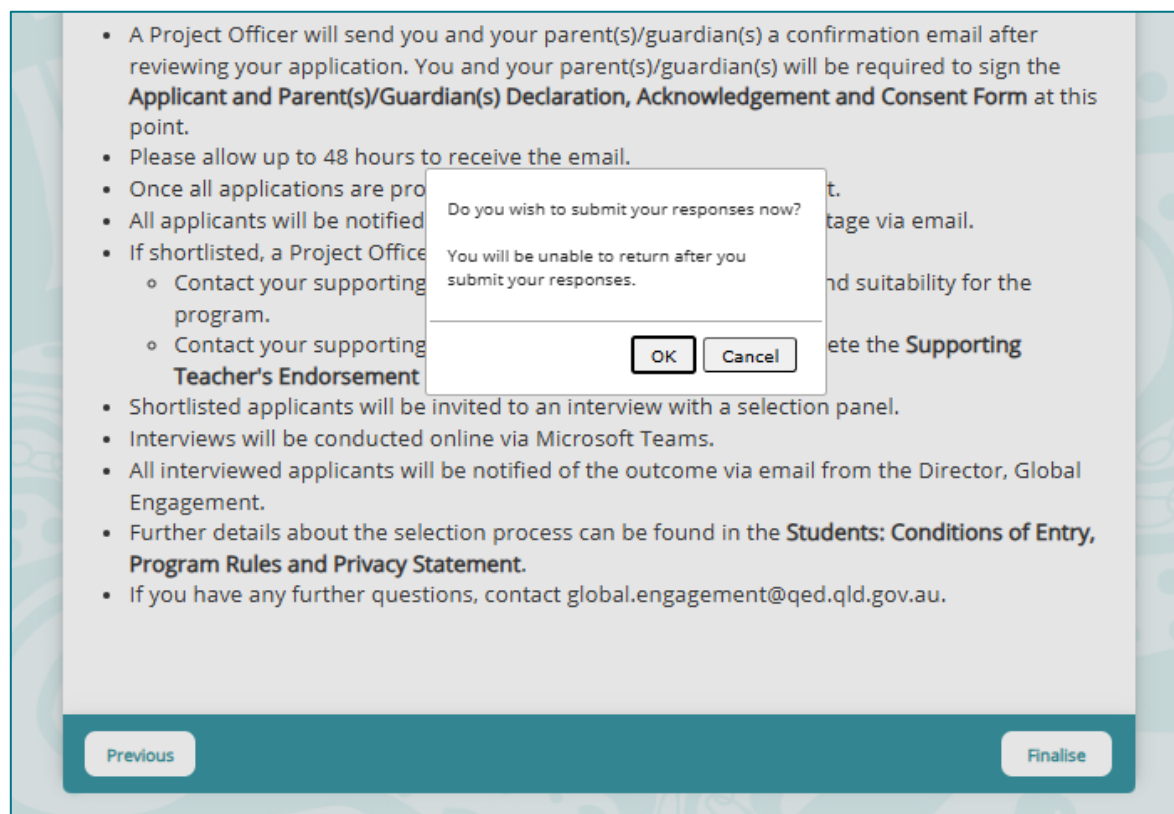
- A Project Officer will send you and your parent(s)/guardian(s) a confirmation email after reviewing your application. You and your parent(s)/guardian(s) will be required to sign the **Applicant and Parent(s)/Guardian(s) Declaration, Acknowledgement and Consent Form** at this point.

- Please allow up to 5 business days to receive the confirmation email.
- Once all applications are processed, a panel will review and shortlist.
- All applicants will be notified of the outcome from the shortlisting stage via email.
- If shortlisted, a Project Officer will:
 - Contact your supporting teacher to endorse your application and suitability for the program.
 - Contact your supporting teacher who will be required to complete the Supporting Teacher's Endorsement of Application form.
- Shortlisted applicants will be invited to an interview with a selection panel.
- Interviews will be conducted online via Microsoft Teams.
- All interviewed applicants will be notified of the outcome via email from the Director, Global Engagement.
- Further details about the selection process can be found in the **Students: Conditions of Entry, Program Rules and Privacy Statement**.
- If you have any further questions, contact global.engagement@qed.qld.gov.au



Note: When you click the 'Finalise' button, a message will pop up. It states:

- *Do you wish to submit your responses now?*
- *You will be unable to return after you submit your responses.*



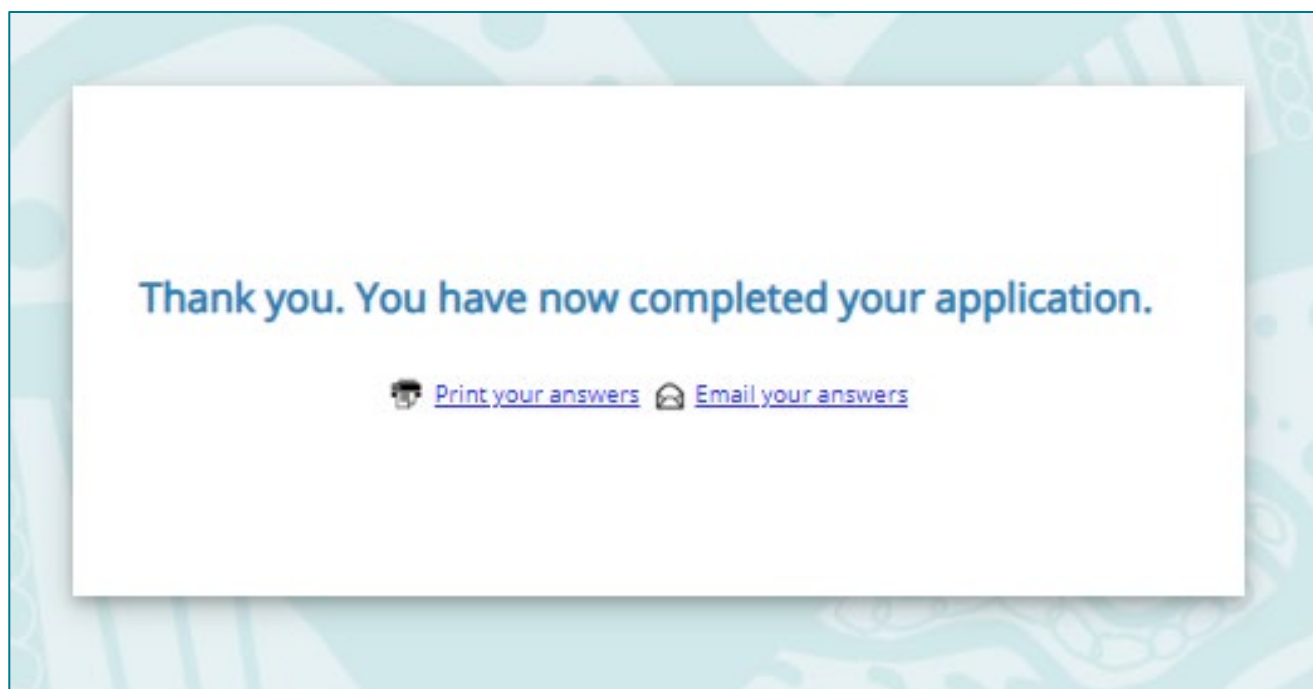
The screenshot shows a web form with a list of bullet points and a confirmation dialog box. The dialog box has the text: "Do you wish to submit your responses now?" and "You will be unable to return after you submit your responses." with "OK" and "Cancel" buttons. The form has "Previous" and "Finalise" buttons at the bottom.

- A Project Officer will send you and your parent(s)/guardian(s) a confirmation email after reviewing your application. You and your parent(s)/guardian(s) will be required to sign the **Applicant and Parent(s)/Guardian(s) Declaration, Acknowledgement and Consent Form** at this point.
- Please allow up to 48 hours to receive the email.
- Once all applications are processed, you will be notified via email.
- All applicants will be notified via email.
- If shortlisted, a Project Officer will contact you via email.
 - Contact your supporting person for advice and suitability for the program.
 - Contact your supporting person for advice and suitability for the program.
- **Teacher's Endorsement**
- Shortlisted applicants will be invited to an interview with a selection panel.
- Interviews will be conducted online via Microsoft Teams.
- All interviewed applicants will be notified of the outcome via email from the Director, Global Engagement.
- Further details about the selection process can be found in the **Students: Conditions of Entry, Program Rules and Privacy Statement**.
- If you have any further questions, contact global.engagement@qed.qld.gov.au.

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You can click '**OK**' to complete your application, or click '**Cancel**' and use the '**Previous**' button to navigate to other pages.

Online Application Portal–Exit page



On the exit screen page, you will receive a message that reads:

'Thank you. You have now completed your application.'

You will also have the option to:

- *Print your answers, or*
- *Email your answers.*

You should **email your answers to yourself** and **save them to your device.**

This is the end of the **‘Students: Important Information for your Tokyo Experience School Application’** document.

Please contact us if you require any further information or assistance with completing your online application.

Global Engagement
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Phone: (07) 3513 5737
Email: global.engagement@qed.qld.gov.au

