

Ambassador Program for Practicing Educators

2019 Pre-Registration Pack

Thank you for your interest in Queensland Ballet's (QB's) Ambassador Program for Practicing Educators (APPE), our flagship year-long, nation-wide professional learning and engagement program built on the concept of engaging and inspiring educators from across the country regardless of their location, background and teaching areas or systems. In 2019 QB welcomes applications from teachers outside of Queensland however regional Queensland teachers will be prioritised in the selection.

QB aims to expand the reach of its programs, productions and professional impact on educators through a range of digital, face-to-face and printed exchanges and resources that are characterised by meaningful and lifelong educational outcomes.

To achieve this, up to eight educators from across Australia will be selected based on their suitability to work alongside the company's Education team to build close collaborative working relationships and to sustain mutually beneficial outcomes.

Innovation in dance and dance education underlie the identity and purpose of the program; a program which provides a space for experts from other domains such as science and technology to share knowledge with dance education specialists to foster divergent outcomes and develop meaningful and innovative resources. Through authentic and supported conversations and deep reflections, the program will create a community of practice where Ambassadors will share their teaching pedagogies and insights, sustaining mutually beneficial outcomes that have been cross-pollinated with the knowledge, skills and awareness that comes from equal parts practicing educator and equal parts industry professional.

APPE will also provide opportunities for QB Ambassadors to inform statewide and nationwide practices and approaches, assisting schools and kindergartens to build arts-rich classrooms. By providing educators ballet-specific curriculum links, posters, assessment and activity exemplars, digital resources, role models and evidence of outcomes, QB and QB's Ambassadors can play a small part in ensuring the learning needs of all children are met regardless of geographic location, socio-economic status and cultural background.

Program Outline

Educators wishing to apply must be fully registered by their state or territory body and currently practicing in a school from state, catholic or independent systems.

Educators may be a:

- Kindergarten / Pre-School teacher
- Prep – Year 6 classroom or dance specialist teacher
- Year 7 – 12 dance specialist teacher

APPE will comprise of two compulsory Intensive weeks:

- Week 1 Intensive: 3 – 6 April 2019
- Week 2 Intensive: 4 – 7 September 2019

During these two weeks, Ambassadors will engage in behind-the-scenes insights, discussions with key Artistic team members and professionals from related industries, visits to Queensland Performing Arts Centre (QPAC), and will be provided access to footage and photography, and opportunities to develop strong collegiality with each other. The emphasis of this program is on professional learning and engagement; these experiences together will inspire and educate the Ambassadors about their world class Company and the art form.

Locations:

Queensland Ballet will be moving to a temporary site in West End at the beginning of 2019 whilst the Thomas Dixon Centre undergoes redevelopment. The address of the temporary site will soon be publicly released.

Queensland Performing Arts Centre (QPAC), Corner Melbourne Street and Grey Street, South Brisbane QLD, 4101.

Dates and Times:

Intensive Week One	Intensive Week Two
Wednesday 3 – Saturday 6 April 2019 9am – 4pm Location in West End. Site address TBC.	Wednesday 4 – Saturday 7 September 2019 9am – 4pm Location in West End. Site address TBC.
Wed 3 April – Evening performance at QPAC	Wed 4 Sept – Evening performance at QPAC

Educators accepting this offer to become part of this program are expected to attend the whole time of the two intensive weeks.

Costs and Financial Assistance

Teacher Relief Scheme Funding

To assist Ambassadors in participating, the school they are employed at will be offered a contribution towards the Teacher Relief Scheme (TRS) to the value of \$275 (incl. GST) per week day of each Intensive week. Schools will be required to pay for any remaining TRS – applicants are required to discuss this with their school prior to application.

Intensive Week One	Intensive Week Two
Amount: \$825 (incl. GST) for three weekdays	Amount: \$825 (incl. GST) for three weekdays
<p>Ambassadors are responsible for ensuring invoices are created with appropriate information. All invoices will be paid via electronic transfer and should be emailed to QB's Education Manager, Katherine Duhigg kduhigg@queenslandballet.com.au</p> <p>Invoices require the following information:</p> <ul style="list-style-type: none">• Date• Invoice number• Cost (Inc. GST)• Description• School title and address• Phone and email contact details• Bank Details (account name, bank, BSB and account numbers) <p>You may be required to provide school administration with the following company details:</p> <ul style="list-style-type: none">• Title: Queensland Ballet• Address: Corner Drake Street and Montague Road, West End, QLD, 4101• Australian Business Number: 26 009 717 079	

Catering

Ambassadors will be provided with morning tea and lunch for the days held at our home base in West End. Ambassadors are required to cover any meal expenses associated with attending evening performances outside of the program hours of 9am-4pm.

Accommodation

Queensland Ambassadors who are employed in locations outside the South-East Queensland Region (further than 150kms from Brisbane's CBD) are eligible to apply for a subsidy on accommodation in Brisbane.

Travel

Ambassadors who are employed in locations outside the South-East Queensland Region will be eligible to receive plane fares (booked and paid for by QB). All relevant flight information including plane number, flight provider, dates and times will be provided to you after all details are confirmed.

Alternatively, regional Ambassadors can access up to \$300 (incl. GST) per Intensive week to be reimbursed for fuel, bus or train fare from employment location to Brisbane based on the presentation of an authorised and original receipt of purchase for the exact dates of travel (or alternate dates as approved prior by QB).

The South-East Queensland Region is defined as including the following 11 regional and city councils:

- Brisbane City Council
- Gold Coast City Council
- Ipswich City Council
- Lockyer Valley Regional Council
- Logan City Council
- Moreton Bay Regional Council
- Redland City Council
- Scenic Rim Regional Council
- Somerset Regional Council
- Sunshine Coast Regional Council
- Toowoomba Regional Council.

Reimbursement will be made via electronic transfer and eligible Ambassadors will be required to provide QB's Education Manager:

- Original receipts of purchase
- Item description
- Bank details (account name, bank, BSB and account numbers)

Daily Transport

All Ambassadors are required to make their own travel arrangements and cover expenses for the forward and return journey to West End each day. Limited free parking is available.

There are public transport options available from South Bank to West End including bus and ferry. More information regarding Brisbane's public transport system can be found at www.translink.com.au/

Other Expenses

Any further associated expenses, including but not limited to payment for additional meals, accessibility requirements and travel within and around Brisbane, will be incurred by the Ambassador regardless of whether the Ambassador is from interstate or a regional or metropolitan area of Queensland.

Accessibility and Dietary Requirements

QB is committed to ensuring all Ambassadors have access to QB's APPE program. Please discuss any specific accessibility and or dietary requirements you have with QB's Education Manager.

What to Bring and Wear

Ambassadors are required to bring a laptop to take notes and complete designated projects. QB will provide Ambassadors with internet access at QB's home base.

Ambassadors are welcome to wear comfortable, smart casual attire with closed-in shoes.

Ambassadors will be invited to participate in dance classes during the week and should bring relaxed comfortable clothing for these sessions.

Professional Development

Ambassadors can view participation in this program as providing genuine opportunities to learn new skills, knowledge and understandings in order to enhance student learning outcomes. Therefore, hours spent participating in APPE can be counted towards their Continuing Professional Development. At the conclusion of the second Intensive, Ambassadors will be offered a QB Certificate of Professional Development.

Application Process

Interested educators should individually complete the application form via:
www.queenslandballet.com.au/AmbassadorProgramforPracticingEducators

Step 1: Application

When applying, educators will be expected to provide their professional contact details including address of the school or kindergarten they are employed by, the education system of the school (state, Catholic or independent), the year level/s of specialisation as well as the contact details of a school administrator for the purpose of processing TRS.

Applicants are required to provide a letter of recommendation from a Head of Department or Principal outlining their suitability to participate in QB's APPE as well as completing the following items:

- In 100 words or less, describe why you would like to participate in Queensland Ballet's APPE.
- In 150 words or less detail your previous study, and prior teaching and / or professional dance industry and / or professional teacher association experience.

Educators are also required to accept the Terms and Conditions which form part of this Pre-registration Pack.

Step 2: Selection and Notification

QB's selection for APPE is final and may be based on a combination of factors including but not limited to number of applications received, the education system they are employed by (state, Catholic or independent), their year level/s of specialisation and the location of the school or kindergarten they are employed at.

Educators who are successful in being selected to be a part of QB's APPE will be notified by email. This initial email will outline the next step in the process, which includes a request for further documents.

Step 3: Further Documents

Successful applicants are required to accept the offer of invitation within one week from initial notification. Along with this they must provide:

- A completed Project Consent Form (provided in notification email)
- List of dietary requirements (if applicable)
- List of accessibility requirements (if applicable)
- Request for accommodation (for Ambassadors employed in regional locations)
- Request for plane fare / travel subsidy (for Ambassadors employed in regional locations)

If unamended documents are not returned to QB within one week of the initial invitation email, educators will forfeit their position and the place will be offered to the next educator on the waiting list.

Step 4: Acceptance

Once QB has received and processed all documents, Ambassadors will be emailed final confirmation including the schedule and any further information about what to expect while participating in QB's APPE.

Contact Us

For more information about QB's APPE, how QB supports students and teachers or to discuss ways to get involved with us, contact:

Queensland Ballet

PO Box 3791, South Brisbane, QLD 4101

Telephone: (07) 3013 6666

Email: community@queenslandballet.com.au

Terms and Conditions – Ambassador Program for Practicing Educators

General

1. Information on how to enter and participate in Queensland Ballet's *Ambassador Program for Practicing Educators* including all relevant program guidelines, information books, pre-registration packs, forms and fact sheets distributed throughout the program form part of these terms and conditions of entry. Participation in the program will be considered acceptance of these terms and conditions, and any ongoing updates to these terms and conditions.
2. The Queensland Ballet (ABN 26009717079) is the owner of Queensland Ballet's *Ambassador Program for Practicing Educators*.
3. Queensland Ballet's *Ambassador Program for Practicing Educators* is a yearlong program ending on 31 December each year.

Application process

4. Once entered, details of the teacher are not transferable to any other person.
5. Late or partially completed applications may be deemed as ineligible for consideration for participation in the program.
6. All information submitted must be true and correct at the time of application.
7. The decision made by Queensland Ballet to accept a teacher into the program will be based on their ability to work within a team as curriculum and pedagogy change makers and as a representative of year levels of specialty within the education sector, Queensland schooling systems and geographic regions of Queensland as defined by the Department of Education.
8. The decision made by Queensland Ballet to provide access to the travel subsidy for teachers who live in regional areas will be based on the defined geographic distance between the school they are employed by and the Thomas Dixon Centre.
9. Teachers who are approved access to the travel subsidy will be reimbursed up to a total of \$300 per Intensive week upon the presentation of original receipts including fuel, bus, train or plane fares. Teachers will only receive reimbursement for receipts of travel between employment location and not daily travel between Brisbane and TDC.
10. By providing information to support an application and or program participation the teacher warrants they either own the material or have acquired sufficient right to use the material for the purpose of the program and agree to indemnify Queensland Ballet against any loss or damages caused by breach of this warranty.
11. Where applicable, although every effort will be made to ensure project materials (including information packs and forms) are sent to the address stated on the application forms, Queensland Ballet takes no responsibility for lost or misdirected items not received by participants.
12. The teacher agrees to indemnify Queensland Ballet against any injuries or damage to persons or loss or wrongful death or loss or theft of property, whether caused by negligence or otherwise while participating in the activities provided throughout the membership period from first application.
13. Queensland Ballet will not be responsible for any problems or technical malfunction of any network or lines, servers, providers, computer equipment, software, traffic congestion on the Internet, etc. including, but not limited to, any injury or damage to participants or any other person's computer related to or resulting from nominating for, participation in or downloading any materials in this program to enable application and full participation.
14. Queensland Ballet accepts no responsibility for inability to or failure to apply by the closing date.
15. Application and participation in the program is undertaken by participants at their own personal risk and based on their own assessment of their fitness, health, cognitive ability to participate and understanding of the program, its requirements, activities and expected outcomes.
16. Queensland Ballet reserves the right, at any time, to verify the validity of an application, reject an application or disqualify an application that is not in accordance with these terms and conditions.

Modifications and/or Cancellations

17. If for any reason the program is unable to run as planned, including causes beyond the control of Queensland Ballet, the program may be cancelled, suspended or modified.
18. The program may be withdrawn at any time without notice.
19. While effort is made to deliver accessible programs and resources, Queensland Ballet cannot guarantee modifications to information and infrastructure and delivery and content will ensure full participation for everyone.
20. The participant agrees to indemnify Queensland Ballet against any loss or damages caused by a cancellation, suspension, modification or withdrawal of the program or where a sponsor, partner or supporting individual or organisation fails to fulfil their duties.
21. TRS funding contribution will be paid at the amount of \$275 (inc. GST) to the school / kindy the teacher is employed by after the completion of each week intensive and the presentation of an invoice addressed to Queensland Ballet. In the event that a teacher is unable to attend part thereof, the school will be paid only the proportion that the teacher attends. This payment is non-transferable.
22. These Terms and Conditions may be altered where necessary, with the most current version available for download from the Queensland Ballet website.

Use of Personal Information

23. The teacher grants Queensland Ballet the right to use personal information and artistic material including still and video footage for promotion, education, research and other Company business operations deemed reasonable by Queensland Ballet for commercial and non-commercial purposes. Project Consent Forms may be issued to participants if Queensland Ballet wishes to expand the use of personal information and artistic material beyond reasonable Company business operations.
24. The intellectual property and copyright of any material created in this program will be owned solely by Queensland Ballet, whom are free to distribute and market as they see fit.