



NSW REMEMBERS
CENTENARY OF ANZAC
2014-2018



NSW GALLIPOLI 2015 SCHOOL TOUR LOCAL SELECTION PROCESS GUIDELINES

The 25 schools or school groups drawn in the ballot in September 2014 will be required to implement a local selection process to nominate four students and one supervising teacher to attend the Gallipoli 2015 School Tour.

To find out more about the ballot, please refer to the *Frequently Asked Questions*, which can be downloaded from the [NSW Centenary of Anzac website](#).

WHAT IS THE LOCAL SELECTION PROCESS?

1. The local selection process will be conducted between 2 September and 17 October, 2014.
2. Each school or school group drawn in the ballot will nominate four students and one supervising teacher to attend the Gallipoli 2015 School Tour. Schools must submit the required documentation to the NSW Department of Education and Communities by 27 October 2014 for review and endorsement in November 2014.
3. The names of the successful students and supervising teachers will be announced in December 2014.

EACH SCHOOL OR SCHOOL GROUP (GOVERNMENT AND NON-GOVERNMENT) IS COMMITTING TO:

- Completing the selection processes for four students and one supervising teacher.
- Providing the documentation, including a report on each process, to support the local panel's recommendations within the required timeframes (see student and teacher selection process guidelines below for more information).
- Leading and managing the preparation process for the students and teacher including liaising with parents and caregivers, providing support and resources as appropriate and required.
- Meeting the explicit requirements for the Overseas Excursions Policy, which includes the following:
 - A risk assessment is to be conducted and a risk management plan developed.
 - Signed consent forms granting permission for students to participate in excursions and a medical information form are to be obtained from parents or caregivers.
 - Regular briefings of students and parents or caregivers.
 - Ensuring that the supervising teacher is trained in CPR and e-Emergency care and anaphylaxis training before leaving on the tour.
 - Addressing any child protection issues.
- Organising release for the supervising teacher.

The Overseas Excursion Policy will be available to download on this website in October 2014.

SELECTION PROCESS FOR FOUR STUDENTS

All students enrolled in years 10, 11 and 12 in 2015 in the 25 schools or schools groups drawn through the ballot process will be eligible to apply for selection to go on the Gallipoli 2015 School Tour.

In summary, students will follow a two-stage selection process:

1. Students will submit a piece of work on a theme or topic that relates to the Centenary of Anzac. It needs to be appropriate to the level of the student and doesn't necessarily need to be related to a subject being studied. Guidelines for appropriate topics or themes will be provided to successful schools in September.

Some examples may include:

- Research task
- Written/essay format
- Poem or song that could be performed at school or a public event
- Art or technical works in any form (including multi-media).

2. A school/community panel will be established to consider the work submitted and shortlist students who will then be invited to present their work to the panel in an interview setting. Students can choose the work sample they submit to support their application. Students will also be required to demonstrate that they have the qualities and attributes to be an appropriate representative of NSW at this important event.

At the interview stage, students will be asked to discuss their work and the panel will have the opportunity to form a view as to the student's capacity to undertake the tour, be an appropriate representative of NSW in the tour setting, and communicate effectively on his or her return. Note: The Gallipoli 2015 School Tour is intended to be inclusive, and all students within the specific learning group within years 10, 11 and 12 in 2015 are expected to be given an opportunity to participate.

Upon their return from Gallipoli students and teachers will be expected to share their experiences with their school and the community. Further information will be provided to schools after the ballot process in September 2014.

EMERGENCY REPLACEMENTS FOR STUDENTS

Schools are encouraged to establish a reserve list of one or two students who can replace the initial nominees in the event of emergency. These reserve students will need to be prepared to step in for one of the four nominated students (e.g.: they will need to have passports and visas and have made other preparations as if they were going).

GUIDANCE ON THE COMPOSITION OF THE LOCAL PANEL

A school/community panel will consider the work submitted and shortlist students who will then be invited to present their work to the panel in an interview setting.

The panel of five, chaired by the principal, will be responsible for selecting the four students. Successful schools will be required to have two community members on their panels. The local State MP and a RSL representative are to be invited to participate in the first instance. A member of the school's teaching staff (executive or non-executive) and a member of the parent community will also join the panel. Government schools may also consider inviting a member of the local NSW Aboriginal Education Consultative Group (AECG) to participate.

THE SUPERVISING TEACHER

Principals will nominate a supervising teacher who is teaching at the school in 2015.

Supervising teachers will be required to have CPR and e-Emergency care and anaphylaxis training before leaving on the tour.

ROLE OF THE SUPERVISING TEACHER

The primary responsibility of the teachers is to supervise the students on the Gallipoli 2015 School Tour. The duty of care means that teachers are in charge of instructing students, guiding their behaviour, anticipating issues of difficulty, providing leadership and managing students' wellbeing.