



NSW GOVERNMENT Office for Veterans Affairs

Premier's Anzac Memorial Scholarship Tour 2024 Accompanying Teacher Application Guidelines

Teacher application opening date and time 9:00 am, 30 October 2023

Teacher application closing date and time 11:59 pm, 4 December 2023

Administering Entity NSW Government Office for Veterans Affairs

Enquiries If you have enquiries, please contact the NSW Government Office for Veterans Affairs

Email: PremierScholarship@veterans.nsw.gov.au



1. About the Premier's Anzac Memorial Scholarship

Managed and delivered by the NSW Government Office for Veterans Affairs (OVA), the Premier's Anzac Memorial Scholarship (PAMS) gives high school history students the opportunity to travel on a study tour to develop their knowledge and understanding of the history of Australians at war. The study tour visits war memorials, war cemeteries, museums, and sites associated with Australia's military history, such as places where Australian defence personnel have served. The tour is designed to enhance classroom learning and give scholars the opportunity to reflect deeply on their History studies.

In 2024, up to 20 scholarships will be available to eligible high school students. The scholarship is a fully funded position on a prestigious study tour accompanied by a military historian and includes meals, activities, travel, accommodation, and uniform.

The 2024 tour will visit locations in Japan during the Term 3 school holidays. The final itinerary will be determined closer to the date of the tour. The program also includes a full day Pre-Tour Meeting at the Anzac Memorial, Hyde Park Sydney during the Term 2 Holidays.

The Premier's Anzac Memorial Scholarship program was established by the NSW Government in 2008. The OVA delivers the tour in partnership with a specialist education tour operator and in consultation with the NSW Department of Education and the History Teachers' Association of NSW.

2. About the role of PAMS Accompanying Teacher

The Premier's Anzac Memorial Scholarship study tour is accompanied by up to three NSW History teachers. The role of PAMS Accompanying Teacher is a unique experience which provides an unparalleled opportunity for professional development and the chance to support students in immersive, hands-on, and site-specific learning. It is a fully funded position on the study tour which includes meals, activities, travel, accommodation, and uniform.

Accompanying Teachers work together to support participating students to engage in the tour's unique learning experiences which complement the NSW History Syllabus.

The role enables teachers to broaden their knowledge of military history and commemoration, learn from and collaborate with a military historian and revitalise their approach to teaching history through discussions with other teachers, students, and tour staff.

Key responsibilities of the Accompanying Teachers are to help prepare the students for the tour, provide supervision and pastoral care for the students while travelling, and support their learning experience.

The duties of a PAMS Accompanying teacher include:

- working collaboratively with other accompanying teachers
- supporting the assessment and selection of students to participate in the Program
- consulting with the parents and teachers of students participating in the Program prior to the tour to understand their needs and prepare risk management plans for them
- supervising the students participating in the Program for the duration of the study tour
- supporting and mentoring the participating students for the duration of the Program
- endeavouring to provide a happy, caring, safe and positive environment in which the academic, cultural, and social development and welfare of each participating student is promoted
- providing pastoral care for the duration of the study tour including helping to settle and assist students unfamiliar with travelling, dealing with any social or personal difficulties or emergency situations for students that may arise

- understanding the medical conditions and allergies of students on the tour and responding appropriately to these needs
- having sufficient health and fitness to undertake all activities of the Program (such as days of extensive walking)
- preparing a plan, activities, and resources for student learning reflections held during the evening debriefs while on tour
- producing a post tour written piece for the History Teachers' Association of NSW journal, Teaching History

The details and conditions of the role are explained in further detail at Appendix 1.

On the tour, the accompanying teachers work together with the Tour Manager and the Tour Historian as well as a representative of the NSW Office for Veterans Affairs who acts as Tour Leader.

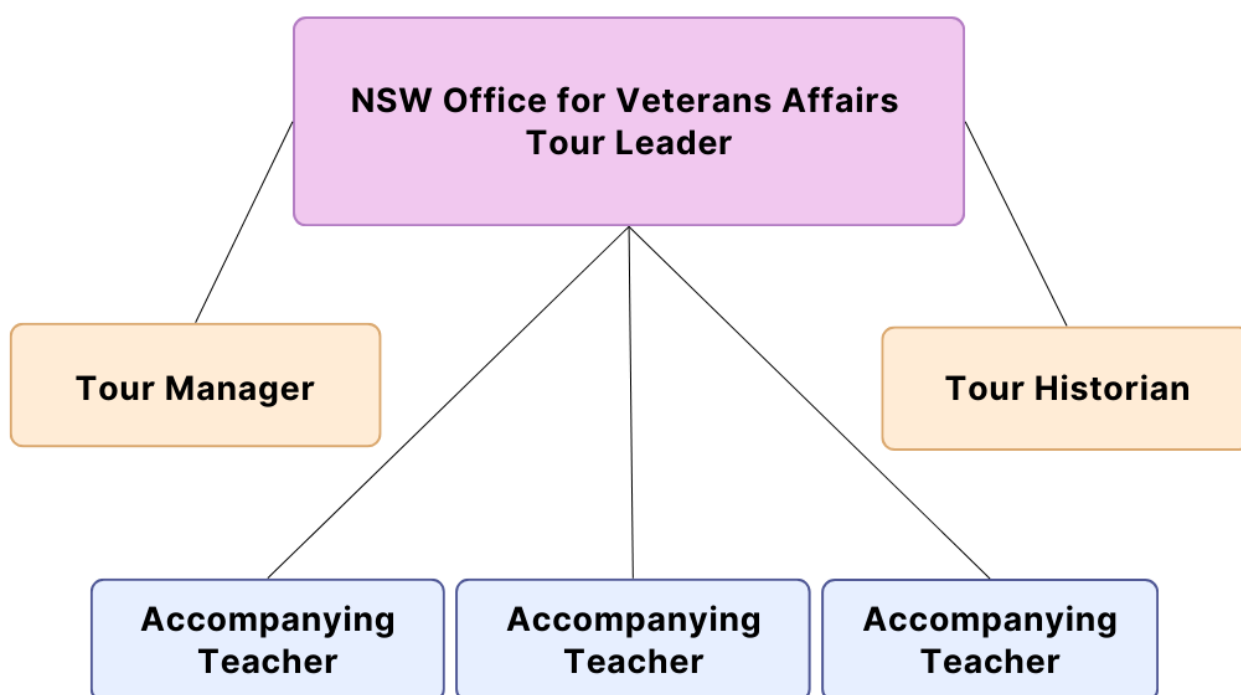


Figure: Chart of PAMS Tour Staff

3. Eligibility criteria

To be considered for the role of Accompanying Teacher on the Premier's Anzac Memorial Scholarship tour, applicants must:

- be an Australian citizen or permanent resident of Australia
- be trained and qualified to teach History
- have a Working with Children Check
- be currently teaching in a NSW high school
- be currently teaching Stage 5 and/or 6 History **OR** have recent (within the past 2 years) experience of teaching Stage 5 and/or 6 History in a NSW high school
- be available to attend a full day pre-tour meeting at the Anzac Memorial in Hyde Park, Sydney on **8 July 2024**
- be available to attend the tour in the Term 3 school holidays (from **30 September to 9 October 2024**)

4. How to apply

1. Apply via SmartyGrants at <https://veteransnsw.smartygrants.com.au/>
2. Applicants will need to create an OVA SmartyGrants account to complete the form.
3. A SmartyGrants Help Guide is available at <http://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>.

Applicants need to attach four key documents to their submission:

1. **A Cover Letter:**

Applicants must submit a cover letter of no more than two A4 pages in length which details how their skills, experience and capabilities are relevant to the role of PAMS Accompanying Teacher and describes the particular expertise they bring to this position. The letter should be addressed to Ms Fabienne Virago, Manager NSW Office for Veterans Affairs and should address the following targeted questions:

- Describe a unit of study that you have developed and implemented in the classroom relating to the Australian war experience for Stage 5 or 6.
- Describe your experience in planning and conducting a successful extended excursion for high school students including as much detail as possible about the excursion and your role in it. For example, itinerary planning and relevance to NSW History syllabus, liaising with providers, risk assessment, supervision, learning support for and pastoral care of students etc.
- Explain how would you use this professional development opportunity to enrich the teaching of Australia's involvement in the World Wars and other conflicts within and beyond your own school?

2. **An up-to-date CV**

Applicants must submit a CV that is 1-2 pages maximum.

3. **A signed and dated copy of the PAMS Accompanying Teacher Conditions:**

Conditions available on the OVA website at <https://www.veterans.nsw.gov.au/education/premiers-anzac-memorial-scholarship/> and at Appendix 1 of this document.

4. **A written endorsement from their school principal:**

Form available on the OVA website at <https://www.veterans.nsw.gov.au/education/premiers-anzac-memorial-scholarship/> and at Appendix 2 of this document.

5. Assessment process and criteria

Applications will be assessed competitively by a panel against the eligibility and selection criteria.

Eligible applications will be assessed according to:

1. How well the applicant demonstrates their qualifications and experience in teaching History by providing detailed examples in their cover letter and CV to show they are qualified to teach History, are currently teaching History to Stage 5 and/or Stage 6 or have taught History to Stage 5 and/or Stage 6 in the past 2 years and that they have high level expertise in teaching the Australian war experience
2. How well the applicant demonstrates their experience in both planning and conducting extended excursions for secondary students including itinerary planning and relevance to NSW History syllabus, liaising with providers, risk assessment, supervision, learning support for, and pastoral care of students etc.
3. How well the applicant demonstrates that they have a comprehensive plan for how they will use the experience of accompanying PAMS to enrich their own and others' teaching of Australia's involvement in the World Wars and other conflicts

OVA will contact shortlisted applicants in the week of 11 December 2024 to offer them an interview. Interviews will be held via Microsoft Teams in the week of 29 January 2024.

6. Key dates

Applications for the role of Accompanying Teacher on the 2024 Premier's Anzac Memorial Scholarship tour must be completed and submitted online via SmartyGrants prior to the closing date. Please monitor the Premier's Anzac Memorial Scholarship webpage for updates.

Activity	Timeframe
Accompanying Teacher applications open	9:00am, 30 October 2023
Accompanying Teacher applications close	11:59pm, 4 December 2023
Applications are assessed and shortlisted	5 – 8 December 2023
OVA offers shortlisted candidates an interview	11 – 15 December 2023
Interviews are conducted	Week of 29 January 2024
Successful and unsuccessful applicants are notified of the outcome of their application and interview	Mid-February 2024
Teacher briefing meetings	TBC
Compulsory in person pre-tour meeting at the Anzac Memorial in Sydney, attended by all Accompanying Teachers, scholars and at least one parent/guardian	8 July 2024
PAMS study tour departs	Approximately 30 September 2024
Complete article on the tour for the History Teacher's Association Journal	Due Term 1 2025

7. Staff contact

The NSW Office for Veterans Affairs can be contacted to discuss the role of Accompanying Teacher and the Premier's Anzac Memorial Scholarship tour by emailing PremierScholarship@veterans.nsw.gov.au.

Appendix 1: PAMS Accompanying Teacher Conditions

Selection as an Accompanying Teacher

Your selection as an Accompanying Teacher is conditional upon your agreeing to be bound by these Conditions:

Definitions

In these Conditions unless the context otherwise requires:

- "Accompanying Teacher", "you" or "your" mean You
- "Application" means the Accompanying Teacher Application Form which is accessible via the SmartyGrants platform
- "Conditions" means the terms, conditions, and provisions of this document, specific Accompanying Teachers
- "DFAT" means the Commonwealth Department for Foreign Affairs and Trade
- "OVA" means the NSW Office for Veterans Affairs, Department of Communities and Justice
- "the Code of Conduct" refers to the NSW Department of Education's current Code of Conduct, which is available here: <https://education.nsw.gov.au/policy-library/policies/pd-2004-0020>
- "the Minister" means the NSW Minister for Veterans
- "the Premier" means the Premier of NSW
- "the Program" means the Premier's Anzac Memorial Scholarship program and includes, without limitation, the tour
- "the Tour" means the annual Premier's Anzac Memorial Scholarship tour, which provides for up to 20 students in Years 10 to 11 to be selected from NSW government and non-government secondary schools, with the opportunity to visit one or more historical sites of significance related to Australia's military history
- "the State" means the Crown in right of the State of New South Wales, whether acting through the Department or otherwise

1.	Application: You acknowledge that you have complied with the eligibility criteria and declaration as set out in your Application.
2.	Place and duration of Tour: The destination and duration of the tour varies from year to year. You agree to take up duties as an Accompanying Teacher irrespective of the destination and duration of the tour.
3.	Capacity: If you are an employee of the NSW Department of Education, you acknowledge that your involvement in the program and attendance of the PAMS tour is in your private capacity and that you are not acting on behalf of, NSW Department of Education
4.	Duties as an Accompanying Teacher: Your role as Accompanying Teacher includes, but is not limited to the following responsibilities, obligations, and duties: <ul style="list-style-type: none"> (a) working collaboratively with your fellow accompanying teachers (b) supporting the assessment and selection of students to participate in the Program (c) consulting with the parents and teachers of students participating in the Program prior to the tour to understand their needs and prepare risk management plans for them (d) supervising the students participating in the Program for the duration of the Program, including taking all reasonable care to protect them from injury and control and supervise their behaviour and activities whilst on the tour (e) supporting and mentoring the students participating in the Program for the duration of the Program (f) endeavouring to provide a happy, caring, safe and positive environment in which the academic, cultural, and social development and welfare of each student participating in the Program is promoted

	<p>(g) providing pastoral care for the duration of the study tour including helping to settle and assist students unfamiliar with travelling, dealing with any social or personal difficulties or emergency situations for students that may arise, managing any student travel and/or accommodation difficulties</p> <p>(h) understanding the medical conditions and allergies of students on the tour and responding appropriately to these needs</p> <p>(i) having sufficient health and fitness to undertake all activities of the Program. OVA reserves the right to request a health certificate confirming your ability to do this</p> <p>(j) participating in all pre and post tour activities associated with the Program</p> <p>(k) preparing a plan, activities, and resources for student learning reflections held during the evening debriefs while on tour</p> <p>(l) assisting with organisational requirements</p> <p>(m) producing a written post tour piece for the History Teachers' Association of NSW journal, Teaching History</p>
5.	Leave: You must apply for leave to participate in the Program if the travel involves school time. Your school will need to make arrangements and cover costs of covering any school days that you are absent.
6.	Approval to travel: You will require approval from your Principal to participate in the Scholarship tour.
7.	Code of Conduct: You agree to be bound by the Code of Conduct for the duration of your involvement with the Program.
8.	Travel and Accommodation: OVA will be responsible for making your travel and accommodation arrangements for the tour. Your travel and accommodation costs for the tour itself will be met in full by the funds allocated to the Program. These will include tour airfares, accommodation, travel insurance, travel documents where needed, official tour uniforms, and meals (excluding incidental snacks). You will be responsible for all additional expenses, such as transportation to Sydney; the pre-tour meeting and the farewell briefing; souvenirs that you may purchase or excess baggage costs.
9.	Payments: For all other emergency expenses associated with the tour which are not directly met by OVA, you must keep receipts of these expenses to lodge a claim with OVA. A copy of the receipts, together with a summary of expenses must be provided to OVA within 10 days of your return from the tour.
10.	Taking up Duties: Unless otherwise approved by OVA, you agree to commence your duties as an Accompanying Teacher from the date that you receive you notification about the successful outcome of your application.
11.	No transfer: The Accompanying Teacher role cannot be transferred or deferred. If you are unable to accept the position, take up or continue your duties as an Accompanying Teacher, other eligible applicants identified through the selection process may be invited by OVA to take your place.
12.	Proposed itinerary: OVA, in consultation with the tour provider, will develop an appropriate itinerary for the tour. All travel and accommodation arrangements will be made on your behalf. The itinerary will be provided at the pre-tour meeting. Depending on circumstances, changes to the itinerary may be required up to the point of departure and/or during the tour.
13.	Passport: If the itinerary includes international travel, you must hold a current passport, which is valid for 6 months beyond the duration of the tour. Your passport application must be arranged by you. This includes the costs associated with obtaining your passport.
14.	Information requests: You agree to comply with all reasonable requests by OVA for additional information or documentation and provide this by the dates requested.

15.	Travel and health advice: Before departing on the tour, you must keep up to date and act in accordance with travel and health advice for the destination of the tour. Travel and health information may be available at www.dfat.gov.au , www.smartraveller.gov.au and www.health.nsw.gov.au . OVA will advise you of any proposed cancellation of travel considering advice issued for the destination of the tour.
16.	Insurance: If the itinerary includes international travel, you will be covered by comprehensive travel insurance recommended for travel to the country or countries of destination for the tour which will be paid for by the Program. You may wish to take additional insurance or health cover for the period of the tour for any pre-existing conditions not included in the standard comprehensive travel insurance policy.
17.	Conduct whilst on tour: Whilst on the tour you must make every reasonable endeavour to: <ul style="list-style-type: none"> a. be a good ambassador at all times for the teaching profession, the Program, the State, and the Premier b. avoid any action (including making any oral or written communication) that could damage the State's, the NSW Department of Education's, OVA's, or the Program's reputation, be misleading or deceptive, result in victimisation or harassment, lead to criminal or civil liability, or be reasonably found to be offensive, obscene, threatening, abusive or defamatory c. comply with all laws, rules, regulations, policies, and standards applicable to the teaching profession in Australia including the Code of Conduct d. comply with all laws, rules, regulations, policies, and standards applicable to the States and/or the overseas country or countries and institutions which will be visited by you as a participant in the Program
18.	Promotion of the Program: You are expected to provide reasonable support to OVA in publishing and promoting the Program. You may, for example, be asked to write an article or testimonial in relation to your experiences. Prior to release of any material referring to the Program, OVA may request a copy of such material for its approval. You must comply with any such request and comply with any conditions of approval. You hereby consent to the publication and/or use in any form of media of any material you produce arising out of or in relation to the Program, for the purpose of publicising and promoting the Program without payment or compensation.
19.	Permission to Publish: You are also expected to provide OVA with permission to publish information about you for the purposes of promoting the program and to share your experiences with the broader community. You hereby consent for information about you such as your name, school and information collected during the tour such as photographs, sound and visual recordings of you, your work, and expressions of opinion in promotional material for the program.
20.	Acknowledgements: Any public lectures, media releases, films, photographs, publications and/or other work you have produced arising out of or in relation to the Program must contain the following acknowledgment: "This work was produced by [insert Your name], an Accompanying Teacher on the [insert year] Premier's Anzac Memorial Scholarship tour."
21.	Withdrawal from the Program: You must immediately notify OVA, in writing, of any decision to withdraw from the Program. It is expected that you would not seek to withdraw from the Program after you have accepted, other than in exceptional circumstances. Following receipt and confirmation of your decision to withdraw from the Program, you will not be allowed to revoke your withdrawal or continue to participate as an Accompanying Teacher in the Program. Other eligible applicants identified through the selection process may be invited by OVA to take your place. At any time throughout the duration of the Program, OVA has the right to remove you from the Program if your circumstances change, including if you: <ul style="list-style-type: none"> (a) are no longer eligible to teach in NSW (b) fail to comply with these Conditions

	In serious circumstances, you may be required to pay all or some of the costs met by OVA for your participation in the Program.
22.	Liability for withdrawal from the Program: The State will not be liable for any loss or damages (including consequential loss, loss of opportunity or loss of income, even if the State has been advised of the possibility of such loss or damages) suffered by you which is caused by or arises from your withdrawal from the Program.
23.	Privacy: You consent to OVA and associated third parties using the information, including personal information, provided in your Expression of Interest for the purposes of assessing your compliance with these Conditions and for publicising the Program.
24.	Subject to change: These Conditions are subject to change at any time without prior notice.
25.	Successful applicants: will not be eligible to apply for future accompanying teacher positions under the Premier's Anzac Memorial Scholarship program. In certain circumstances OVA may choose to appoint a teacher that has previously travelled on the tour. This decision will be made at OVA's discretion.
26.	Acceptance: An original, signed copy of these Conditions must be submitted via the Smarty Grants platform when applying for the role of Accompanying Teacher.
	<p>I, _____ confirm that I have read, understood, and accepted these Conditions.</p> <p>Signature: _____ Date: _____</p>

Appendix 2: Principal Endorsement Form

The following endorsement must be signed by your current school or college principal.

I have read the Premier's Anzac Memorial Scholarship (PAMS) Accompanying Teacher Application Guidelines including the PAMS Accompanying Teacher Conditions.

I confirm that the applicant (Teacher Name: _____) is a teacher at the school or college specified.

I endorse the application and suitability for the position and I agree to cover the cost of any casual relief required during the applicant's absence on the tour.

I endorse and support the applicant as a suitable ambassador for the Premier and government of NSW, and NSW teachers.

I declare that I do not have any conflict of interest in endorsing the applicant.

School Principal Signature

Name:

Date:

School name:

Direct Contact Number:

Email Address: