



NSW REMEMBERS
CENTENARY OF ANZAC
2014-2018



NSW GALLIPOLI 2015 SCHOOL TOUR LOCAL SELECTION PANEL INFORMATION PACKAGE

1. LOCAL SELECTION PROCESS OVERVIEW

Congratulations on being selected as one of 25 schools to attend the Gallipoli 2015 School Tour.

The following video produced by DVA Australia provides an overview of the experience:

www.youtube.com/watch?v=4ZkFXEkD2E0&feature=youtu.be

Each of the 25 schools is required to implement a local selection process to nominate four students and one supervising teacher to attend the Gallipoli 2015 School Tour. The local selection process has three main stages:

1. Student application and development of work sample
2. Local Selection Panel
3. Selection Panel report

APPLICATION

School principals will invite students enrolled in years 10, 11 and 12 in 2015 to complete the student application form and submit a sample of work. The sample of work must address one of the Centenary of Anzac topics and can be in a range of media. The sample of work does not necessarily need to be related to a subject being studied, e.g. history.

SELECTION PANEL

Each school will establish a Selection Panel involving five people and chaired by the school principal. The Selection Panel will consider the work submitted and shortlist students (if necessary, dependent on the number received) who will then be invited to present their work to the Selection Panel in an interview setting. The Selection Panel will be responsible for selecting the four students. The Principal is responsible for selecting one supervising teacher.

SELECTION PANEL REPORT

The Selection Panel Chair will complete and submit a Selection Panel Report using the SmartyGrants online application system. The report will include details on the Selection Panel members, nominated students and the supervising teacher. The Selection Panel Chair must endorse the report and retain ranking sheets from Selection Panel members. A sample report is included in this package as a guide to help the Selection Panel Chair.

SUGGESTED TIMELINE

Thursday 4 September 2014

School process begins.

Tuesday 9 September 2014

Student applications open.

Tuesday 30 September 2014

Student applications close (Selection Panel Chair to determine method of submitting applications).

Week beginning Monday 6 October 2014

Local selection panel deliberation process (if a large amount of applications are received, two separate meetings may need to be arranged to shortlist and then interview).

Week beginning Monday 20 October

Submit Selection Panel Report through SmartyGrants. All reports must be submitted using SmartyGrants by Monday 27 October 2014.

2. SELECTION PANEL MEMBERS

The Selection Panel Chair must invite both the local State Member of Parliament (MP) and Returned and Services League (RSL) NSW representative to be part of the Selection Panel, in the first instance. If unavailable, the local State MP and RSL representative may nominate a representative to be part of the Selection Panel. The panel is required to have a minimum of five members.

The Selection Panel should be arranged in the week beginning Monday 6 October 2014 to allow time to shortlist and interview applicants; and to complete and submit the Selection Panel Report by Monday 27 October 2014.

Selection panel members single school

- Principal (Chair)
- Local RSL representative
- Local State MP
- Member of staff (executive or non-executive)
- Member of the parent community
- Local NSW Aboriginal Education Consultative group representative (government schools only – optional)

Once the Selection Panel Chair has made preliminary contact with Selection Panel members, an email outlining the process should be sent to Selection Panel members along with a copy of the attached Model of Public Duty – A Guide for all NSW Public Officials (ICAC). A template of the email invitation to Selection Panel members is also attached for convenience.

Please encourage selection panel members to view the following video:

www.youtube.com/watch?v=4ZkFXEkD2EO&feature=youtu.be

3. ADVICE TO SELECTION PANEL CHAIR (PRINCIPAL)

The Selection Panel Chair is responsible for coordinating the work of the Selection Panel and ensuring that the deliberation process is confidential, fair and transparent.

At the first meeting of the Selection Panel, the Chair should ask Selection Panel members to declare any perceived or actual conflict(s) of interest (e.g. a work, personal or business relationship with another panel member or applicant). All perceived or actual conflict(s) of interest should be documented.

The Chair should also outline the roles and responsibilities of Selection Panel members in relation to:

- Their participation in stages of the selection process, including ranking applications, short-listing, interview and making decisions;
- Their role in examining work samples against the selection criteria;
- The use of selection criteria to assess each applicant in their interview;
- Their responsibility to ensure that the process is fair; and
- Their responsibility to maintain strict confidentiality both during and after the selection process.

THE SELECTION PANEL'S ROLE IN SHORTLISTING APPLICANTS

If there is a large cohort of students who apply, the Selection Panel will be required to shortlist applicants to interview. The Selection Panel should interview no more than 20 student applicants.

If the Selection Panel is to shortlist and interview, Selection Panel members may view and assess work samples prior to the first Selection Panel meeting. This may speed up the deliberation and shortlisting process. A second meeting will then be required to interview shortlisted applicants and select the four successful students and one supervising teacher.

All shortlisted students must be available for interview at the time of the selection panel.

NOMINATED STUDENTS AND RESERVE LIST

The Selection Panel is required to rank each applicant and the first four ranked students will be recommended to participate in the Gallipoli 2015 School Tour.

The Selection Panel is 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 to join the Gallipoli 2015 School Tour).

Principals are encouraged to arrange specific roles for those not activated on the reserve list (e.g. a specific role within the school community and/or a role in the local Anzac Day Service).

4. SELECTING STUDENTS AND A SUPERVISING TEACHER

STUDENTS

The Selection Panel must nominate four students in Years 10, 11 and 12 in 2015 to participate in the Gallipoli 2015 School Tour.

The Selection Panel is required to agree to common selection criteria for assessing applications. Examples of student selection criteria include:

1. The relevance of the work sample in evoking or portraying the spirit of ANZAC.
2. Ability to describe the topic chosen in the sample of work at the interview and demonstrate an understanding of the importance of commemorating the Centenary of Anzac.
3. Suitability as a representative of the state of NSW in the tour setting, e.g. ability to follow very high standards of behaviour, dress and protocol; follow instructions; and act independently.

The Selection Panel is also required to score applicants against each selection criterion so that applications can be ranked. An example of an applicant ranking sheet is below.

Student name	Criteria 1 /10	Criteria 2/10	Criteria 3/10	Total /30	Rank
<Name>	7	5	7	19	3
<Name>	8	8	8	24	2
<Name>	9	9	9	27	1
<Name>	3	5	6	14	4

The Selection Panel must agree to a common set of interview questions, although additional follow-up questions may be asked if required. Examples of common interview questions include:

1. What topic have you chosen? Why?
2. How does your work link to the Centenary of Anzac?
3. What are the key messages you are portraying?
4. Tell the panel what you expect will be the most rewarding and most challenging aspect of the Gallipoli 2015 School Tour.
5. If successful how would you share your experiences with your peers and community on return?

Each selection panel member will be required to make comments on each question asked at the interview. An example of the panel member recording sheet is attached.

SUPERVISING TEACHER

The Principal is responsible for selecting the supervising teacher. The teacher must be teaching at the school in 2015.

THE ROLE OF THE SUPERVISING TEACHER

The primary responsibility of the supervising teacher is to supervise the students on the Gallipoli 2015 School Tour. The duty of care means that each supervising teacher is in charge of instructing their students, guiding their behaviour, anticipating issues of difficulty, providing leadership and managing students' wellbeing. Supervising teachers will be given copies of passports, health forms and any other relevant information.

In addition, the supervising teacher will be expected to contribute to the overall supervision and leadership team and to support the duty of care of all participating students.

The Principal may wish to consider the context of the needs of the school when selecting the supervising teacher.

5. SELECTION PANEL REPORT

This will be submitted using the SmartyGrants online application system. An example of the selection panel report is attached for your convenience.

6. FURTHER INFORMATION

In early November 2014 you will be sent a Gallipoli 2015 School Tour Planning Package. This package will have specific information, forms and advice on how to plan and prepare the nominated students and the supervising teacher for travel in April 2015. Please make sure you read the package thoroughly and relay the information to the supervising teacher, selected students and their families.

The Minister for Citizenship and Communities is expected to announce the students and supervising teachers who will be travelling to Gallipoli in early December 2014. Once the Department of Education and Communities has completed the process of reviewing each of the panel reports they will contact each school to confirm the travel team.

Schools will need to notify all unsuccessful, reserve and successful students following the public announcement. Details of successful students and teachers are embargoed until this time.

After the announcement those travelling will need to hold an individual current passport valid for six months after 30 April 2015. Successful students who do not hold a current passport must begin the application process as early as possible. Passport applications can be downloaded from the Department of Foreign Affairs and Trade website and take approximately ten working days to process.

www.passports.gov.au/Web/index.aspx

If you need clarification or further information about any stage of the selection process please contact the Gallipoli 2015 School Tour Project Team.

GALLIPOLI 2015 SCHOOL TOUR PROJECT TEAM

E: gallipoli2015@communities.nsw.gov.au

P: (02) 8762 9833