Applicants for the Turn to Teaching Internship Program (TTT Program) should review the information provided on the Fact Sheet prior to submitting an online application through the [Smart Jobs website](https://smartjobs.qld.gov.au/jobs/QLD-CO350779-20).

**2023 Turn to Teaching Internship Program**

**Application Document Checklist & Applicant Declaration**

Applicants are required to complete an online questionnaire (once logged onto the SmartJobs account) and upload **all of the requested supporting documentation:**

|  |
| --- |
| 1. **Under-graduate qualification(s)**   Copy of undergraduate qualification(s). *Copies of qualifications can be obtained from the university where you completed your undergraduate qualification(s). If you will complete your undergraduate qualification by the end of 2022, please submit an unofficial transcript or statement of results (available from the university).* |
| 1. **Curriculum Vitae/Résume**   *The resume should include: employment history, skills and competencies, educational achievements, volunteer/work experience opportunities, and community involvement etc. along with a list of any awards or scholarships received.* |
| 1. **Evidence of Date of Birth**   *Please provide a copy of one of the following documents: birth certificate, passport, drivers licence* |
| 1. **Evidence of Australian Citizenship/permanent residency**   *Please provide a copy of one of the following documents: residency visa/permit, birth certificate, passport, drivers licence* |
| 1. **Applicant Declaration**  * I have read and understand the information provided on the Fact Sheet including the application and selection process and the TTT Program offer and conditions * I have applied for enrolment in Initial Teacher Education (ITE) study at *a participating Higher Education Institution[[1]](#footnote-1)* in Term 1, 2023 and understand if accepted I will be enrolled full time in the scholarship year to participate in the program * I confirm the information provided in this application is true and accurate to the best of my knowledge and agree to notify the department of any changes by [email](mailto:TurntoTeaching@qed.qld.gov.au) to the information provided in this application as soon as possible * *I will attach the documentation requested above (including this signed declaration) to my online* [*SmartJobs*](https://smartjobs.qld.gov.au/jobs/QLD-CO350779-20) *application or by \**[*email*](mailto:TurntoTeaching@qed.qld.gov.au) *and understand that failure to provide the documentation requested above by 11:59pm on 3 October 2022, will result in an incomplete application and will not be forwarded to the selection panel for consideration.*   Name:  Signed: Date: |

*\*There is a limit of 3 files or attachments (max 2mb each) that can be loaded with your application on the* [*Smart Jobs and Careers website*](https://smartjobs.qld.gov.au/jobs/QLD-CO350779-20)*. If you experience difficulty uploading documents try (a) reducing the document size (b) only upload what is requested above (c) try Chrome or Microsoft Edge. If this doesn’t work (or you’re unsure) please* [*email*](mailto:TurntoTeaching@qed.qld.gov.au) *the documents to the Turn to Teaching Project Team by* ***11.59pm 3 October 2022.***

**Further Information**Contact the Turn to Teaching Project Team, HR Portfolio Office by telephone 3055 2863 or [email](mailto:email) [TurntoTeaching@qed.qld.gov.au](mailto:TurntoTeaching@qed.qld.gov.au)

1. [Master of Secondary Teaching](https://www.griffith.edu.au/study/degrees/master-of-secondary-teaching-5700) or [Master of Primary Teaching](https://www.griffith.edu.au/study/degrees/master-of-primary-teaching-5587) at Griffith University;  
   [Master of Learning and Teaching (Secondary)](https://www.unisq.edu.au/study/degrees/master-of-learning-and-teaching-secondary) or [Master of Learning and Teaching (Primary)](https://www.unisq.edu.au/study/degrees/master-of-learning-and-teaching-primary) at the University of Southern Queensland;

   [Master of Teaching (Secondary)](https://www.qut.edu.au/courses/master-of-teaching-secondary) at Queensland University of Technology [↑](#footnote-ref-1)