

Queensland Representative School Sport Team Official Transfer of Duty Form

Workflow:

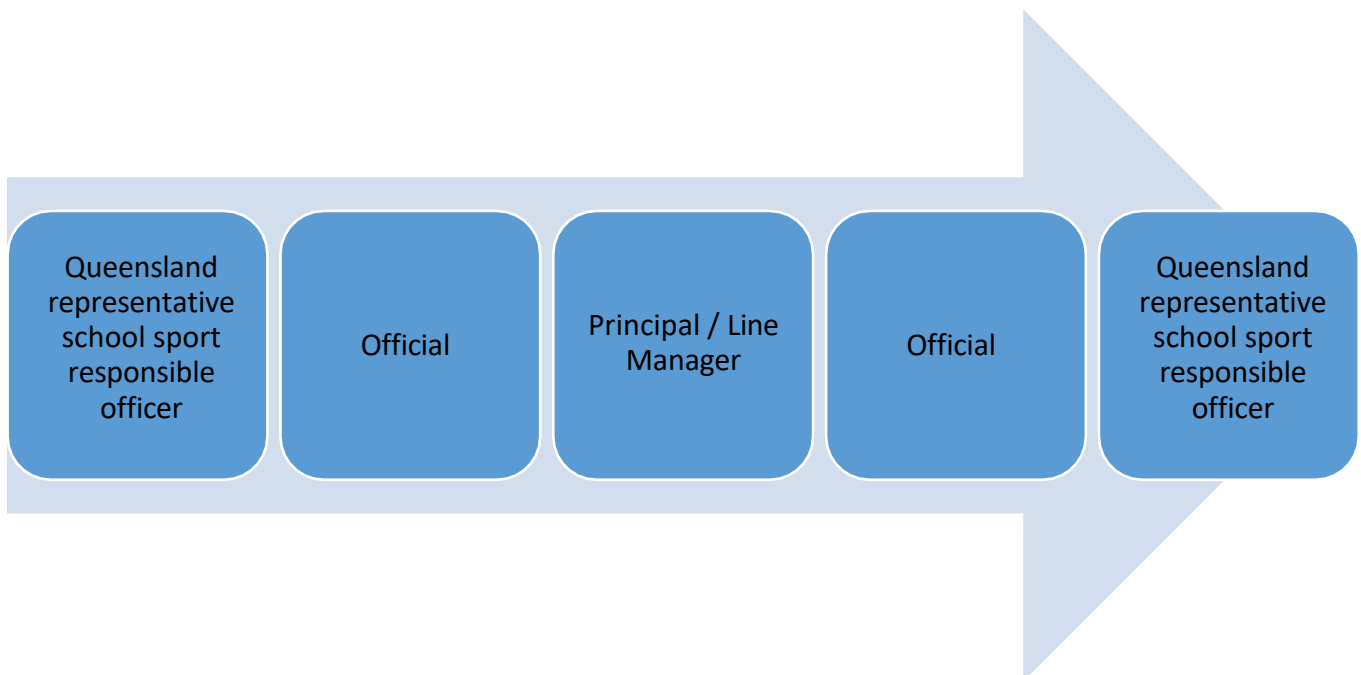


Image 1: Overview of workflow

Queensland Representative School Sport

Official

- Complete Sections 1 and 2 of the Transfer of Duty document with all required information
- Attach copies of all required registrations and qualifications to the document
- Read the Department of Education's:
 - [Code of Conduct](#)
 - [Standard of Practice](#)
 - [Use of mobile devices procedures](#)
 - [Information privacy and right to information procedure](#)
 - Human Rights Guide—[Nature and scope of the rights](#)
- If you are a non-state school employee or volunteer, you must also:
 - Read & complete the [Key Messages guide for contractors, volunteers and visitors](#)
 - Complete, sign and return the following documents to the responsible officer at that level of the pathway with the application for Transfer of Duty Form:
 - the [Declaration](#); and
 - the Confidentiality and Privacy Deed Poll (for non-state school staff)
- Complete and date the application for Transfer of Duty (do not use the 'fill and sign' function)
- Provide your Principal with the:
 - fully completed application for Transfer of Duty
 - signed Declaration and Confidentiality and Privacy Deed Poll (for non-state school staff)
 - copies of all relevant registrations and qualification you have listed on the document.
- Forward all forms and documentation to the responsible officer at that level of the pathway following Principal approval.

Principal

- Review the fully completed application for Transfer of Duty
- Confirm any registrations and qualifications are current for the dates of the event (via school records or copies attached by applicant)
- If the applicant has your approval to participate in the events listed as part of the representative school sport program, please complete, sign and date the application using the 'fill and sign' function
- Return the signed Declaration and Confidentiality and Privacy Deed Poll (for non-state school staff) to the applicant (you may wish to keep a copy for your records).

Representative School Sport Office

- Check receipt of Transfer of Duty form and Deed of Confidentiality (for non-state school staff) on the Team Officials Tracking Sheet.
- Establish appropriate practices to ensure the safe collection and storage of approved Transfer of Duty documents (and any attachments) that are aligned to Department of Education – State Schools Operations requirements.

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SECTION 1: Official details and application

(To be completed by the Official)

Official's Personal Details		
Surname	Given Names	Employee Number
Name of School/Organisation:	State School / Non-state School	
Current Role		
Teaching Role (e.g. teacher / HOD/ Deputy Principal)	Queensland College of Teachers Registration Number & Expiry Date	
	No:	Expiry:
Non-Teaching Role (e.g. Administration Officer)	Blue Card Number and Expiry Date	
	No:	Expiry:
Employment Status (please tick)	If PT, Weekly Roster (please tick the days you work)	
☐ Full Time ☐ Part Time	☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri	
Coaching Qualification (including Level / number / expiry) – Coaches & Assistant Coaches		
Level:	No:	Expiry:
First Aid / CPR Qualification (including Level / number / expiry) – All Officials		
First Aid:	No:	Expiry:
CPR:	No:	Expiry:
Sports Trainer Qualification (including Level / number / expiry) – Trainers		
Level:	No:	Expiry:

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SECTION 2: Competition details

(To be completed by official in consultation with QRSS Officer responsible at that level)

District Trial

District Trial Name	Trial Venue/Location
Official's Role at the Trial	Host Region Details (inc DRSSO Name and eMail)

Event Details			
	Days and Dates	Times	Details
Travel to event			
Day 1 of event			
Day 2 of event			
Travel home from event			

TRS, if available to support the release of, will be communicated by the relevant sport office.

Regional Trial

Regional Trial Name	Trial Venue/Location
Official's Role at the Trial	Host Region Details (inc RSSO Name & email)

Event Details			
	Days and dates	Times	Details
Travel to event			
Day 1 of event			
Day 2 of event			
Travel home from event			

TRS, if available to support the release of, will be communicated by the relevant sport office.

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State Championship

Championship Name	Championship Venue/Location
Official's Role at the Trial	Host Region Details (inc RSSO Name & email)

Event Details			
	Days and Dates	Times	Details
Travel to event			
Pre championship meeting			
Day 1 of event			
Day 2 of event			
Day 3 of event			
Day 4 of event			
Day 5 of event			
Day 6 of event			
Travel home from event			

TRS Payments:

- QRSS will provide TRS to the school for the release of teaching staff that are part of the program.
- TRS is not paid directly to staff attending QRSS events.
- TRS is only available on school days where the staff member is usually rostered on ie Part Time staff are not eligible for TRS on days they do not attend school
- Payments will be made after the completion of the event.

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National Championship/Other

Championship / Event name/s	Championship Venue/Location
Official's Role at Championship	Host Details (inc QRSS SO Name & email

Event information			
	Days and dates	Times	Details
Travel to event			
Pre championship meeting			
Day 1 of event			
Day 2 of event			
Day 3 of event			
Day 4 of event			
Day 5 of event			
Day 6 of event			
Day 7 of event			
Travel day home from event			

TRS Payments:

- QRSS will provide TRS to the school for the release of teaching staff that are part of the program.
- TRS is not paid directly to staff attending QRSS events.
- TRS will be provided for approved travel to the event/training, training leading directly into the Championship, attendance at the event itself and travel home from the event.
- TRS is only available on school days where the staff member is usually rostered on ie Part Time staff are not eligible for TRS on days they do not attend school
- Payments will be made after the completion of the event.

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Approval

- ☐ I apply for transfer of duty requiring an absence from my normal duties for the days as listed in Section 2 (Training and Competition details) of this form in order to carry out my official duties in connection with this activity.
- ☐ I apply for approval to use my personal mobile phone for communicating with team members and their parents (as per Standard of Practice, Feb 2016) in order to carry out my official duties in connection with this activity.
- ☐ I have provided my Principal with a copy of all qualifications as listed above for their reference.
- ☐ I have read, understood and agree to meet my obligations in accordance with the Department of Education's:
- ☐ [Code of Conduct;](#)
 - ☐ [Standards of practice;](#)
 - ☐ [Privacy Policy and Procedure;](#)
 - ☐ [Guide to Human Rights;](#)
 - ☐ [Use of mobile devices procedures.](#)
- ☐ I understand that my failure to comply with the above obligations may result in the withdrawal of my position and/or application for future positions may not be considered.
- ☐ I have read, understood and completed the Department of Education's [Key Messages Guide](#) (Non-State School employees and volunteers ONLY).
- ☐ I have submitted a signed copy of the Declaration in the [Key Messages Guide](#) and the Confidentiality and Privacy Deed Poll (where required) to the responsible officer at that level of the pathway.
- ☐ I agree to notify the Representative School Sport Office at the appropriate level should the conditions of my employment change for the days and dates listed in **Section 2** of this form (e.g. leave).
- ☐ I understand that my principal/supervisor may be contacted in regards to any breach of the Code of Conduct.

Principal approval for Transfer of Duty (To be completed by the School Principal)

As the Principal of _____ (school), I confirm that the staff member listed in Section 1:

In my professional opinion:	Yes	No	NA
has the capacity to undertake the official role to which they have been appointed.			
has valid Queensland College of Teachers Registration (teachers) that will remain current for the duration of the event.			
has valid Blue Card registration (non-teachers) that is linked to the school portal and will remain current for the duration of the event.			
has completed all required Student Protection and Mandatory Training and this will remain current for the duration of the event.			
has a First Aid /CPR Qualifications as listed in Section 1 and this will remain current for the duration of the event.			
has Coaching Qualifications as listed in Section 1 and this will remain current for the duration of the event.			
has Sport Trainer Qualifications as listed in Section 1 and this will remain current for the duration of the event.			

As the Principal:

I approve the transfer of duty for the staff member listed in Section 1 and 2 for the dates and times listed on this document to enable them to complete their official duties in connection with this activity.			
I approve the use of their personal mobile phone for communicating with team members (students) and their parents as per Standard of Practice, Feb 2016 to enable them to complete their official duties in connection with this activity.			

Signatures:

Team Official	Signature:	Date:
Principal /DoE Line Manager	Signature:	Date:
Responsible officer at that level of the pathway	Signature:	Date: