



# Queensland Representative School Sport

## Transfer of Duty

### REGIONAL SCHOOL SPORT OFFICE

- Distribute application form to interested stakeholders

### OFFICIAL

- Complete Section 1 and 2 of the Transfer of Duty document with all required information
- Attach copies of all relevant registrations and qualifications to the document
- Read the Department of Education's:
  - [Code of Conduct](#)
  - [Standards 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 Queensland Representative School Sport Unit together with the application for Transfer of Duty Form:
    - the [Declaration](#); and
    - the Confidentiality and Privacy Deed Poll (for non-state school staff).
- Complete, sign and date the application for a team official position and Transfer of Duty
- 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 Regional School Sport Office following Principal approval.

### PRINCIPAL

- Review the fully completed and signed application for Transfer of Duty
- Confirm any registrations & 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 & date the application
- Return the signed Declaration and Confidentiality and Privacy Deed Poll (for non-state school staff) and team official application and Transfer of Duty document to the applicant (you may wish to keep a copy for your records)

### REGIONAL SCHOOL SPORT OFFICE

- Check receipt of Transfer of Duty form and Deed of Confidentiality (for non-state school staff) on the Team Officials Track Sheet.
- Establish appropriate practices to ensure the safe collection and storage of approved Transfer of Duty documents (and any attachments) that are aligned to regional requirements and approved by your Director Regional Service / Teaching and Learning.



# Queensland Representative School Sport

## SECTION 1: Official details and application

(To be completed by the official)

<b>Personal Details:</b>		
Surname	Given Names	Employee Number
Name of School/Organisation:		State School / Non-state School
<b>Current role:</b>		
Teaching Role (e.g., classroom 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 (must be linked to school)	
	No:	Expiry:
<b>Official role:</b>		<b>Sport:</b>
Coaching Qualification (including level / number / expiry) – Coaches & Assistant Coaches		
Level:	No:	Expiry:
First Aid / CPR Qualification (including level / number / expiry) – All Team Officials		
First Aid Qual:	No:	Expiry:
CPR Qual:	No:	Expiry:
Sports Trainer Qualification (including level / number / expiry) – Trainers		
Level:	No:	Expiry:
<b>Application</b>		
<input type="checkbox"/> I apply for transfer of duty which may require an absence from my normal duties for the days as listed in <b>Section 2</b> (Competition Details) of this form in order to carry out my official duties in connection with this activity.		
<input type="checkbox"/> I apply for approval to use my personal mobile phone for communicating with team members and parents/carers (as per <a href="#">Standard of Practice, Feb 2016</a> ) in order to carry out my official duties in connection with this activity.		
<input type="checkbox"/> I have provided my Principal with evidence of all qualifications as listed above for their reference.		
<input type="checkbox"/> I have read, understood and agree to meet my obligations in accordance with the Department of Education's		
<input type="checkbox"/> <a href="#">Code of Conduct;</a>		
<input type="checkbox"/> <a href="#">Standards of Practice;</a>		
<input type="checkbox"/> <a href="#">Privacy Policy and Procedure;</a>		
<input type="checkbox"/> <a href="#">Guide to Human Rights;</a>		
<input type="checkbox"/> <a href="#">Use of mobile devices procedures.</a>		
<input type="checkbox"/> I have read, understood and completed the Department of Education's <a href="#">Key Messages guide</a> (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 to the South West Representative School Sport Office.		
<input type="checkbox"/> I agree to notify the Representative School Sport Office should the conditions of my employment change for the days and dates listed in <b>Section 2</b> of this form (e.g. leave).		
Full name (please print)		
Signature	Date	



# Queensland Representative School Sport

## SECTION 2A Competition Details

<b>Championship / Event Details:</b>	
Sport	
Official Position	
Championship / Event name	
Host (Region/District/School)	Venue and address

Competition Details			
Travel Day /Date	Times	Details (From – To)	TRS required (Yes/No / N/A)
			Choose an item.
Competition Days & Dates	Times	Details	TRS required (Yes/No / N/A)

## SECTION 2B Training Details – To be completed after appointment

Competition Details		
Training Days & Dates	Times	Details

# Queensland Representative School Sport

## SECTION 3

### 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	N/A
has the capacity to undertake the official role to which they are applying for.	<input type="checkbox"/>	<input type="checkbox"/>	
has valid Queensland College of Teachers Registration (teachers) that will remain current for the duration of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has valid Blue Card registration (non-teachers) that is linked to the school portal and will remain current for the duration of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has completed all required Student Protection and Mandatory Training and this will remain current for the duration of the event.	<input type="checkbox"/>	<input type="checkbox"/>	
has First Aid / CPR Qualifications as listed in Section 1 of this form and they will remain current for the duration of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has Coaching Qualifications as listed in Section 1 of this form and they will remain current for the duration of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has Sport Trainer Qualifications as listed in Section 1 of this form and they will remain current for the duration of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As the Principal:	Yes	No
I approve the team official application & transfer of duty for the above-mentioned applicant for the dates and times listed on this document to enable them to complete their official duties in connection with this activity (if successful):	<input type="checkbox"/>	<input type="checkbox"/>
I approve the use of their personal mobile phone for communicating with team members (students) and parents/carers as per <a href="#">Standard of Practice, Feb 2016</a> to enable them to complete their official duties in connection with this activity (if successful):	<input type="checkbox"/>	<input type="checkbox"/>

### Principal / DoE Line Manager Approval

Name (please print)

School:

Signature

Date

Applicant to return to:

**Regional School Sport Office**

Name	Georgina Crothers	Email	<a href="mailto:georgina.crothers@qed.qld.gov.au">georgina.crothers@qed.qld.gov.au</a>
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