# INTERNATIONAL DELEGATIONs PROGRAM

## REQUEST FOR INFORMATION FORM

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| **Delegation’s organising representative** |
| **Name of referring agency (if applicable)** |  |
| **Contact person and title**  |  |
| **Contact phone number** |  |
| **Contact email** |  |
| **Details of delegation** |
| **Name of organisation** |  |
| **Country / region / city of origin** |  |
| **About your organisation** |  |
| **Website of organisation** |  |
| **Please provide background information on your national / provincial education system and its structure** |  |
| **What is the population and number of schools in your province? (if applicable)** |  |
| **What are your government’s education priority directions?**  |  |
| **Details of visit** |
| **Proposed date of meeting*** If there is a range of date options, please list preference order
* Please avoid [Victorian school holiday dates](https://www.vic.gov.au/school-term-dates-and-holidays-victoria) if you wish to visit school/s
* A minimum 3-month lead time is required to assess and prepare for delegations, please review your proposed travel dates in accordance with this timeframe and note the delegation may not be able to be hosted if the lead time is too short or existing delegations are booked on your requested dates
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| **Type of delegation*****(Please check one box)*** | [ ]  **Government** What level of government is the delegation representing? For example, national/state/provincial/prefectural/ municipal/city/local government[ ]  **Non-Government**  |
| **Is this delegation proposed to be hosted in person or virtually?** |  |
| **Visit format** If in person, please confirm: * If a department meeting, school visit or both are requested
* For a school visit please advise if a Primary or Secondary school visit is requested
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| **Will the delegation be meeting with any other Victorian departments or Australian states? If so, please provide details** |  |
| **Details of delegation**  |
| **Who or what is the composition of the delegation?** |  |
| **Name of delegation leader and title** |  |
| **Biography** |  |
| **Name of most senior delegate (if different to delegation leader)** |  |
| **Number of delegatesNote:** To allow for meeting room capacity and to manage school tours we request group sizes of no more than 12 delegates attend |  |
| **Preferred language spoken** |  |
| **What is their level of English language and comprehension?** ***(Please check one box)******Note:*** Please confirm the lowest English comprehension within the group and the levels within the delegation composition. | [ ]  Limited[ ]  Intermediate[ ]  Advanced |
| **Have you arranged an interpreter? If so, please provide name and contact details** |  |
| **Are there any special access or cultural requirements?** |  |
| **Delegate details***Please include the honorific, title, name, position and organisation of each delegate (including rankings if appropriate)* |
| **Mr/Mrs/ Ms/Dr/ Prof etc.** | **Name** | **Position and organisation** |
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| **Delegation’s topic(s) of interest** |
| **Topics of interest and current context within your organisation****Important guidance for completion of this section:*** Please select up to two main topics of interest to ensure quality of content and a refined agenda targeted to learning outcomes.
* Please refer to <https://www.vic.gov.au/structure-organisational-chart-department-education> to assist to identify up to two program areas within the department that you are interested in meeting with based on learning objectives.
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| **What are the desired outcomes of the delegation’s visit to Victoria, and why?** |  |
| **Specific questions the delegation may wish to ask the Department of Education**  |  |
| **Will you be giving a presentation? If so, please provide details** | [ ]  Yes[ ]  No**Details:** |
| **Details of existing relationship** |
| **Does your organisation have a current or past relationship with the Department of Education or schools?** | [ ]  Yes If yes, what is/was the relationship?[ ]  No |
| **Is this meeting a result of a previous meeting/visit by other representatives from your country/province?**  |  |

**Thank you for completing this form**

Our stakeholder engagement team will contact you by email to assess your visit request and advise if there is capacity to host. For any questions or issues, please contact the International Delegations team via email: ied.stakeholder.engagement@education.vic.gov.au

**Gifts Policy**

We understand that you may wish to show your appreciation for our work or hospitality through the presentation of gifts. Instead of a gift, we encourage you to communicate your thanks through a simple card, letter or email. This is aligned with the Department of Education ‘Thanks is Enough’ approach to receiving gifts, benefits or hospitality. For more information or to view the policy, visit our [website](https://www.education.vic.gov.au/about/department/Pages/giftsbenefitshospitalityreg.aspx).

**Photos**

We would like your consent to please take photos of the delegation during your visit. These photos may be used for internal use or to promote the international delegations program.

 By ticking this box you consent to having your photograph taken. If you would prefer not to have your photo taken, please let the team know.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Find out more about privacy on our website at www.education.vic.gov.au or contact our privacy team at privacy@education.vic.gov.au

**Visit arrangements**

Transport and accommodation arrangements are the responsibility of incoming delegates