



Queensland Educational Leadership Program Introductory Letter to Expression of Interest & Consent Form

Please read the Queensland Educational Leadership Program (QELP) Eligibility Criteria before applying. Submit this Application Form and Letter of Support to QELP.EC@qed.qld.gov.au

20 May 2026

Dear Educational Leader

Introduction to the Expression of Interest (EOI) and Consent Form (attached) for QELP

This letter is to inform you about the expression of interest process, and how the Department of Education (department/DoE) will use, record and disclose your personal information, in relation to the Queensland Educational Leadership Program (QELP/The Program).

QELP is a free, enriching, on-line program providing you as an Educational Leader in a Queensland-based long day care service or community kindergarten that is an approved kindergarten program (operated by an Approved Provider organisation) with an opportunity to develop your pedagogical leadership and change management capabilities.

The program requires a time commitment of 50 hours spread over 10 weeks (a school term) in the form of two micro-credential courses:

- Foundations (for educational leaders with up to 3 years' experience)
- Advanced (for educational leaders with 3+ years' experience).

Purpose of the consent and third parties

This EOI and Consent Form relates to the Program which is organised by the department. The department has engaged Queensland University of Technology (QUT) to deliver QELP via its Learning Management System (an online platform service).

The department is collecting your personal information in Sections 1A to 1E to facilitate, organise and administer the Program including verifying your eligibility to participate. The department seeks your consent to collect your sensitive information relating to your ethnicity/race. Provision of this sensitive information is identified in Section 1A as optional. The sensitive information, if provided by you in Section 1A, may be used by the department to prioritise your application if the number of eligible applications received exceed the available positions in the QELP course.

If you are successful in being accepted into the Program, your personal information (including but not limited to full name, email address, contact phone number, date of birth, service where you work, role or position in service and selected course) will be shared with QUT to facilitate your enrolment in the Program and registration of your account in its online Learning Management System to enable you to participate in the QELP course.

QUT will provide the department with your personal information relating to your enrolment status and whether you have successfully completed the QELP course at the end of the semester.

For full details of the purposes of the consent, please refer to section 2B of the EOI and Consent Form.



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Voluntary

It is your choice whether to give consent. If you choose not to consent, you will not have submitted a valid EOI application and you will not be able to participate in QELP.

However, if you do not provide the sensitive information (identified in Section 1A as 'optional'), this will not prevent consideration of your EOI application, but may affect priority ranking of your application by the department where there is high demand.

Duration

The consent is ongoing unless you decide to withdraw your consent. Continuation of consent is necessary for you to successfully complete the QELP course.

If you notify the department of your withdrawal of consent, in some circumstances the department may not be able to delete or restrict use of information once disclosed to a third party.

Who to contact

If you wish to withdraw consent, please notify the Early Childhood Workforce team by email to qelp.ec@qed.qld.gov.au. The department will confirm receipt of your request.

The department requires you to provide a completed Letter of Support from your employer when you submit your completed EOI and Consent Form by email to QELP.EC@qed.qld.gov.au. Information about the Letter of Support form and template is available on our website <https://earlychildhood.gov.au/careers/incentives-and-subsidies/qelp>

Please retain a copy of this EOI and Consent Form for your records.

Regards

Workforce Team, Strategy and Performance
Early Childhood, Regulation and Communication
Department of Education

E: QELP.EC@qed.qld.gov.au

PO Box 15033 | City East QLD 4002

DELIVERING
FOR QUEENSLAND



Queensland
Government



**Queensland Educational Leadership Program
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1A. EOI APPLICANT DETAILS – THE PERSON TO WHOM THE CONSENT RELATES

First Name:		Last Name:	
Mobile number:		Email:	
Are you an Australian citizen or permanent resident?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
What is your country of birth? (This information will be used to apply the prioritisation criteria if more applications are received than can be supported. If you do not want to share this information, you can say "Prefer not to say").			
What is the main language you speak at home? (This information will be used to apply the prioritisation criteria if more applications are received than can be supported. If you do not want to share this information, you can say "Prefer not to say").			
Do you identify as Aboriginal and/or Torres Strait Islander? <small>(This information will be used to apply the prioritisation criteria if more applications are received than can be supported. If you do not want to share this information, you can say "Prefer not to say").</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	
What is your date of birth? <small>(Your date of birth is required to ensure that your student record with the Queensland University of Technology is unique to you).</small>			

1B. EMPLOYMENT DETAILS

What is your position title?			
How many years' experience do you have as an Educational Leader?			
Does your role include a teaching load?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
What is your teaching load?			
Which Early Years Service do you work for?			
Your nominated supervisor's name:	See Letter of Support for details.		

1C. QUALIFICATIONS

Are you currently enrolled in formal study? <small>Provide course name, provider and sponsor (if applicable)</small>	
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What is the highest level qualification that you hold?

(This information will be used to apply the prioritisation criteria if more enrolment applications are received that can be supported)

- Certificate III in Early Childhood Education and Care (ECEC)
- Diploma in ECEC
- Bachelor of Education (3 years)
- Bachelor of Education (4 years)
- Other _____
- Graduate Certificate
- Master of Education & above

1D. COURSE PREFERENCE AND COMMITMENT

Which course are you applying for?	<input type="checkbox"/> QELP Foundations (Educational Leaders with up to 3 years experience) <input type="checkbox"/> QELP Advanced (Educational Leaders with 3+ years experience)
I confirm that I have discussed the commitment of 50 hours with my manager and/or director, and/or Approved Provider. I have their support to undertake this 10-week course:	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Personal statement. Please outline your reasons for undertaking the course, the expected contributions your involvement will bring to your service, and how this aligns to your career aspirations.

1E. WHICH WORKFORCE INITIATIVES AND INCENTIVES ARE YOU ENROLLED IN/RECEIVING?

(Select all that apply)

- Early Childhood Practicum Placement Grant
- Leadership and Management Program
- Positive Behaviour Guidance Coaching Program
- Qualifications Pathways Program
- Reforming Early Childhood Safety Program
- None

2A. PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

- Personal information collected and used by DoE – all personal information identified in sections 1A (including any optional sensitive information provided), 1B, 1C, any personal information provided in your free text answer in section 1D, and section 1E.
- Personal information collected, used and disclosed by DoE to QUT – your applicant first and last name, email address, date of birth, phone number, your employer/ECEC Service name and service ID number, and your role/position at your employment.
- Personal information collected, used and disclosed by QUT to DoE - will include personal information relating to your enrolment status including whether you have successfully completed the QELP course at the end of the semester.
- Personal information collected, used and disclosed by DoE to your identified employer via your nominated supervisor– your applicant first and last name, date of birth, your employer/ECEC Service name and service ID number, your role/position at your employment, and your enrolment status including whether you have successfully completed the QELP course.

2B. APPROVED PURPOSE AND THIRD PARTIES

- If consent is given in section 3 below, the personal information (as detailed in section 2A):
- (a) will be recorded, used and/or disclosed by the Department of Education (DoE) and the Queensland Government for any of the following purposes (the **approved purposes**):
 - (i) facilitation, organisation and administration of the QELP Program, including verifying your eligibility to participate in the Program, and enrolment in the QELP course/s if your EOI application is successful; and
 - (ii) any activities engaged in during the Program, as described in the attached introductory letter;
 - (b) may be disclosed by DoE to your employer and the nominated supervisor identified in section 1B for:
 - (i) the approved purposes (above); and
 - (ii) arranging payment of the DoE's nominal monetary contribution to your

employer upon your successful completion of the Program (which can be applied towards the cost of backfilling your position whilst participating in the Program);

- (b) may be disclosed between DoE and the Queensland University of Technology (QUT) for the approved purposes, including registration/enrolment on the Canvas Learning Management System (online platform service operated by Instructure Inc & Instructure Global Ltd) and your successful completion of the QELP course. Before you complete this consent form, you should ensure you understand the purposes for which these third party and software providers collect this information, what will be done with it, who else may have access to it and where the data is stored. Further information can be found on the application's and website's terms and conditions and/or privacy policies, listed below:
 - QUT privacy policy: <https://www.qut.edu.au/additional/privacy>
 - QUT online Learning Management System Acceptable Use of Information and Communications Technology Resources Policy: <https://mopp.qut.edu.au/document/view.php?id=181>
 - [Instructure privacy policy](#)
 - [Instructure terms of use policy](#)

2C. TIMELINE FOR CONSENT

Consent is ongoing unless it is withdrawn as outlined in the attached letter.

3. CONSENT AND AGREEMENT

I am the identified person in section 1A.

I have read the introductory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to DoE recording, using and/ or disclosing the personal information identified in sections 1A, 1B, 1C, 1D and 1E for the approved purposes and to the third parties as detailed in section 2B.

I acknowledge that I will not be paid for giving this consent nor will a payment be made to me for the use of my personal information.

Failure to consent by signing below means that DoE will not be able to process my Expression of Interest application.

By signing, I also agree that this EOI and Consent Form is a legally binding and enforceable agreement between the consenter, the department and the State.

Applicant signature:

Date DD/MM/YYYY:

SPECIAL CIRCUMSTANCES

In many circumstances only the above signature is necessary. However there may be special circumstances that could apply. Examples include where the form is required to be read out (whether in English or in an alternative language or dialect).

► Statement by the person taking consent – when it is read

I have accurately read out the introductory letter and Consent Form to the potential consentor, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified personal information will be used in accordance with the Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified personal information materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the introductory letter and Consent Form, and all the questions asked by the consentor have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the introductory letter has been provided to the consentor.

Print name and role of person taking the consent:

Signature of person taking the consent:

Date:

PRIVACY COLLECTION NOTICE

The Department of Education (the department), through Strategy and Performance, Early Childhood Regulation and Communication, is collecting your personal information, including your full name, contact phone number, email address, residency/citizenship information, the language you speak at home, date of birth, occupation, professional experience, educational qualifications and current enrolment information, workforce initiatives and incentives enrolled in, employer and location, signature and personal statement. Optional sensitive personal information collected includes racial/ ethnicity information.

The purpose of this collection is for the facilitation, organisation and administration of the Queensland Educational Leadership Program (QELP) including verifying your eligibility to participate in QELP, and enrolment in QELP course/s if your EOI application is successful, as well as any activities engaged in during the course of the Program, and may be disclosed to the third parties as authorised in this form.

If you do not provide your personal information, we will be unable to assess, administer or manage your expression of interest for QELP.

Your personal information (including full name, email address, contact phone number, date of birth, service where you work, role or position in service and selected course) will be shared with the Queensland University of Technology (QUT) who will be delivering the QELP course, to enable QUT to contact successful Expression Of Interest applicants and register them into its online Learning Management System so that they can undertake the QELP coursework.

Your personal information (including full name, date of birth, service where you work, role or position in service, selected QELP course and enrolment status including successful completion) will be shared with your employer and your nominated supervisor for the purposes outlined on the form.

Your personal information will be managed in accordance with the Information Privacy Act 2009 and will not be used or disclosed for another purpose without your consent or unless authorised or required by law.

Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at <https://qed.qld.gov.au/privacy>