

MOST | musically outstanding students

creative generation excellence awards
in instrumental music 2021

Nomination guidelines



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Background

Since 1983, the Department of Education (DoE) has successfully delivered the Creative Generation Excellence Awards in Instrumental Music (MOST), a biennial residential camp for up to 80 students from Queensland state secondary schools.

More than 1,155 instrumental music students have participated in the program, and many have gone on to a professional career in music as a performer, conductor, composer or educator.

The program is designed to extend musically outstanding students enrolled in a Queensland state school instrumental music program by providing a series of intensive rehearsals, workshops, tutorials and performances with professional conductors, instructors and tutors.

Overview

Up to 80 students will be chosen to participate in MOST 2021, which will be held in Brisbane from Monday 21 June – Thursday 1 July 2021.

On acceptance into MOST, students will be allocated across four ensembles, including:

- symphony orchestra
- symphonic winds
- string orchestra
- big band.

The 10-day program is designed for students to participate in rigorous rehearsals for each ensemble, individual instrumental tutorials, musicianship workshops and a variety of extracurricular activities that aim to give students an insight into the music industry.

The program culminates in the MOST Gala Concert on Wednesday 30 June 2021.

Evening performances by professional ensembles and the MOST Gala Concert provide students with the opportunity to celebrate outstanding practice, and to share in the thrill and satisfaction of reaching personal music goals with like-minded and equally talented musicians.

Outcomes

MOST provides students with a unique opportunity to:

- work in a professional environment
- learn from professional musicians and conductors
- perform in a public setting
- create networks with professional musicians and conductors
- work with like-minded student musicians
- participate in a learning culture that supports the sharing of excellent practice, nurtures individuals and encourages students to realise their full potential.

COVID-19 information

The COVID-19 pandemic has substantially affected communities all around the world, leading to significant restrictions on all sectors of society, in particular the performing arts. The MOST 2021 program will comply with current Queensland Government guidelines and advice. The health and safety of students, teachers, conductors, tutors, staff, audience members and the broader community is of the highest priority to the department.

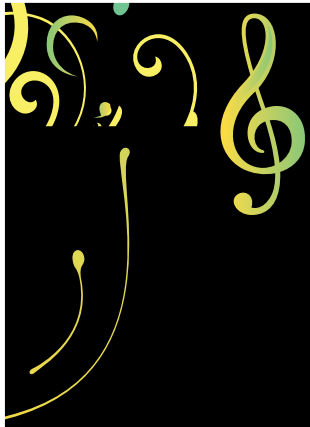
The MOST 2021 residential camp and concerts will adhere to the relevant venue COVID safe plans, as well as the following industry COVID safe plans:

- the *Choral, Vocal, Instrumental and Musical Theatre COVID Safe Plan*
- the *COVID Safe Plan for Queensland's Live Performance Venues/Theatres*.

As such, MOST 2021 participants should be aware of the following:

- Anyone attending the MOST 2021 residential camp must sign a health declaration before coming on site.
- Participants must adhere to all health and hygiene practices and physical distancing requirements outlined by the venue management and program organisers.
- If any participants are sick or exhibiting symptoms of illness, they will not be able to attend camp.

Please note that the residential camp program and any planned live performances may be subject to change based on directives and regulations from public health authorities at the time of the event. Should MOST 2021 not be able to proceed as a residential camp, program managers will consider alternative online formats.



MOST 2021 and *Creative Generation – State Schools Onstage 2021*

In the past, many secondary state school instrumental music students have been involved in both MOST and the *Creative Generation – State Schools Onstage* (CGEN) symphony orchestra.

Each program is unique in its ability to serve the purpose of providing a real-world intensive arts experience while nurturing the individual needs of each musician.

CGEN is Queensland's largest youth performing arts event for state school students, with shows being held on Friday 16 and Saturday 17 July 2021* at the Brisbane Convention and Exhibition Centre.

Talented dancers, singers and musicians from across Queensland state schools take centre stage with some of Australia's leading performing artists in a cutting-edge arena event that includes a mix of musical genres, such as classical, rock, pop, hip hop, gospel, musical theatre and jazz.

The CGEN symphony orchestra provides the main accompaniment to the vocal, dance and feature items in the show. The repertoire is varied, covering a wide range of classical and popular styles.

* Note that the CGEN program, rehearsals and live performances may be subject to change based on directives and regulations from public health authorities at the time.

Combined nomination process

In one easy process, instrumental music students can nominate for MOST 2021, the CGEN symphony orchestra or both programs in a streamlined manner.

To apply for MOST 2021, an online nomination form must be completed and audition footage must be submitted by Friday 19 February 2021. During the online nomination process, coordinating teachers will be requested to indicate whether students are nominating for MOST 2021 (only), the CGEN symphony orchestra (only) or both programs.

For more information regarding nominations, refer to the nomination steps on page 6 of this document.

MOST big band and the James Morrison Creative Generation Big Band

Students selected for the MOST big band will:

- participate in all MOST residential program activities
- participate in the James Morrison Creative Generation Big Band, which will perform at CGEN.



Nomination requirements

Students will be assessed and selected on the audition instruments outlined below, and are expected to perform on their selected instrument/s to the minimum audition levels.

| Instrument | | Supporting notes |
|--------------------|-----------------|---|
| Flute | Tenor saxophone | Minimum audition level Level 9–10, Instrumental Music Curriculum (approximately Grade 6–7 AMEB) |
| Clarinet | Trumpet | |
| Alto saxophone | Violin | |
| Oboe | Euphonium** | Minimum audition level Level 8, Instrumental Music Curriculum (approximately Grade 5–6 AMEB) Special consideration may be given to less advanced oboe, bassoon, baritone saxophone and string bass students depending on the quality of nominations received. *Percussionists should be proficient on both tuned and untuned percussion. **Euphonium is not required in the CGEN symphony orchestra |
| Bassoon | Tuba | |
| Bass clarinet | Harp | |
| Baritone saxophone | Viola | |
| French horn | Cello | |
| Trombone | Double bass | |
| Bass trombone | | |
| Percussion* | | |
| Piano | Bass | Students with excellent skills and reading ability may be selected on these instruments.. |
| Guitar | Drum kit | |

Students are asked to prepare an audition that satisfies the following requirements (audition requirements are the same for MOST and the CGEN symphony orchestra):

- All auditions must include the students introducing themselves and a brief introduction of the pieces.
- Students are asked to prepare an audition of two prepared pieces or excerpts in different styles, lasting no more than five minutes in total, and one chromatic scale of the student's choice that demonstrates their full range.
- Students nominating for percussion should prepare pieces or excerpts showing timpani, snare drum and mallet playing.
- Students nominating for flute are encouraged to include one piccolo solo in addition to their two prepared pieces or excerpts.
- Students nominating for bass, drum kit, guitar or piano do not have to prepare a chromatic scale, just two contrasting pieces/excerpts.
- For big band nominations, one item must be a jazz style and demonstrate the student's ability to improvise.
- A student nominating for two or more instruments (e.g. trumpet and bass) must upload separate audition footage files for each instrument.
- An accompanist or CD backing may be used — this aspect is not assessed.
- Please ensure the audition footage also satisfies the general requirements outlined on page 12 in this document.

Important When recording audition footage, please ensure that the filming location is acceptable and that there is no background noise. High-quality recordings are required to ensure panel members can assess the student's playing level appropriately.



Nomination process

Step 1 – Nomination

The MOST 2021 nomination website is available at <https://www.e-awards.com.au/2021/cgenonstage>.

One teacher from each school should be allocated as the coordinating teacher during the nomination process. This coordinating teacher must register the school using the nomination website. If other teachers at the school wish to access the nomination website, they must login using the coordinating teacher's email address and password.

It is suggested that the coordinating teacher use their departmental email address and create a generic password that can be shared with other teachers within their school. Additional teacher contact information can be entered during the nomination process.

Please refer to the *How to nominate* section on page 10 of this document for step-by-step instructions on how to submit your nominations. To assist teachers to collect student information, students should complete a student nomination form available in this document and on the MOST website.

Coordinating teachers must submit nominations and audition footage by Friday 19 February 2021.

When submitting nominations, the coordinating teacher will be asked to check a box acknowledging:

- the school principal where the student is enrolled has endorsed the nomination
- all students nominating for a place in the program have returned to the school a completed (unamended) CGEN/MOST 2021 project consent form and a completed (unamended) Network Ten release form (CGEN only). If unamended forms are not returned, students are not able to participate in the program
- nomination and participation fact sheets 1 and 2 have been distributed and understood by all related personnel supporting the students' participation in the program
- parents/guardians and students understand the entire program, and the expectations and level of commitment required
- all school team members supporting the students' participation in the program understand the expectations and level of commitment required
- all students (and parents/carers of those students) understand that the DoE is collecting personal information, and will handle this material in accordance with the *Information Privacy Act 2009* and the *Education (General Provisions) Act 2006*

- they have read, understood and agree to the terms and conditions of the program.

Audition footage

- It is a requirement that audition footage be submitted for MOST, symphony orchestra and big band.
- Student auditions should be introduced by either a student or an adult who must identify:
 - individual student or group name
 - name of category
 - school
 - style or title of piece performed.
- Students are asked to prepare an audition of two prepared pieces or excerpts in different styles, lasting no more than five minutes in total, and one chromatic scale of the student's choice that demonstrates their full range. The size of the audition files should not exceed 50 MB.
- One file is to be submitted per nomination (except where a student is nominating for more than one instrument). Please ensure you combine two or more pieces of footage for the same instrument into one file (if applicable).
- Symphony orchestra and big band: a separate file is required for each student or each instrument type — e.g. trumpet, violin — to allow distribution to specialist auditioners.

Step 2 – Invitation

- Students who are selected to be a part of MOST will be sent an invitation letter via their coordinating teacher which outlines the next step in the process.
- Coordinating teachers will be sent the official invitations via email by Friday 19 March 2021, for MOST, symphony orchestra and big band.
- Some students may not be invited to be a part of their nominated category, but may be offered a place in an alternative category.

Step 3 – Acceptance

Once the acceptance notice has been signed by the required parties, it must be returned to the MOST program manager by the coordinating teacher by Friday 26 March 2021 (see page 7 for contact information).



MOST 2021 key dates

| | |
|---------------------------------------|---|
| Friday 19 February 2021 | Nominations and audition footage due |
| Friday 19 March 2021 | Students accepted into MOST and CGEN symphony orchestra are notified. Unsuccessful students are also informed at this time. |
| Friday 26 March 2021 | MOST acceptances due |
| Monday 21 June – Thursday 1 July 2021 | MOST Residential Camp |
| Wednesday 30 June 2021 | MOST Gala Concert |

Please refer to the CGEN nomination booklet for detailed rehearsal schedules for the CGEN symphony orchestra. Further information is available at: <https://creativegeneration.education.qld.gov.au/about>

Program costs

The DoE meets the majority of costs for the MOST 2021 program. Travel expenses will be met by the department for regional student travel (return) from their home town to Brisbane. Students from Toowoomba, Sunshine Coast, Gold Coast and Brisbane will be required to make their own travel arrangements.

Parents/carers are asked to contribute \$350 towards accommodation costs for students. Special arrangements may be made where financial hardship will prevent a selected student from participating. All requests for special arrangements due to financial difficulty need to be presented in writing and endorsed by the school principal. This process will be managed confidentially.

If a student accepts their position in the CGEN symphony orchestra or big band, all costs associated with travel, accommodation and meals during the CGEN rehearsal and performance period must be met by the student.

Supervision expectations

The MOST residential camp requires supervision by volunteer teachers. A call for interest will be made inviting interested teachers to be involved. Please contact the program manager for further information.

Supervising teachers are not required for CGEN symphony orchestra students. CGEN team members will supervise the students at all rehearsals and performances.

Further information

For further information please contact:

MOST 2021 program manager
Email: most.program@qed.qld.gov.au
Phone: (07) 3328 6620

MOST website

<https://creativegeneration.education.qld.gov.au/instrumental-music-m-o-s-t>

CGEN website

<https://creativegeneration.education.qld.gov.au/about>



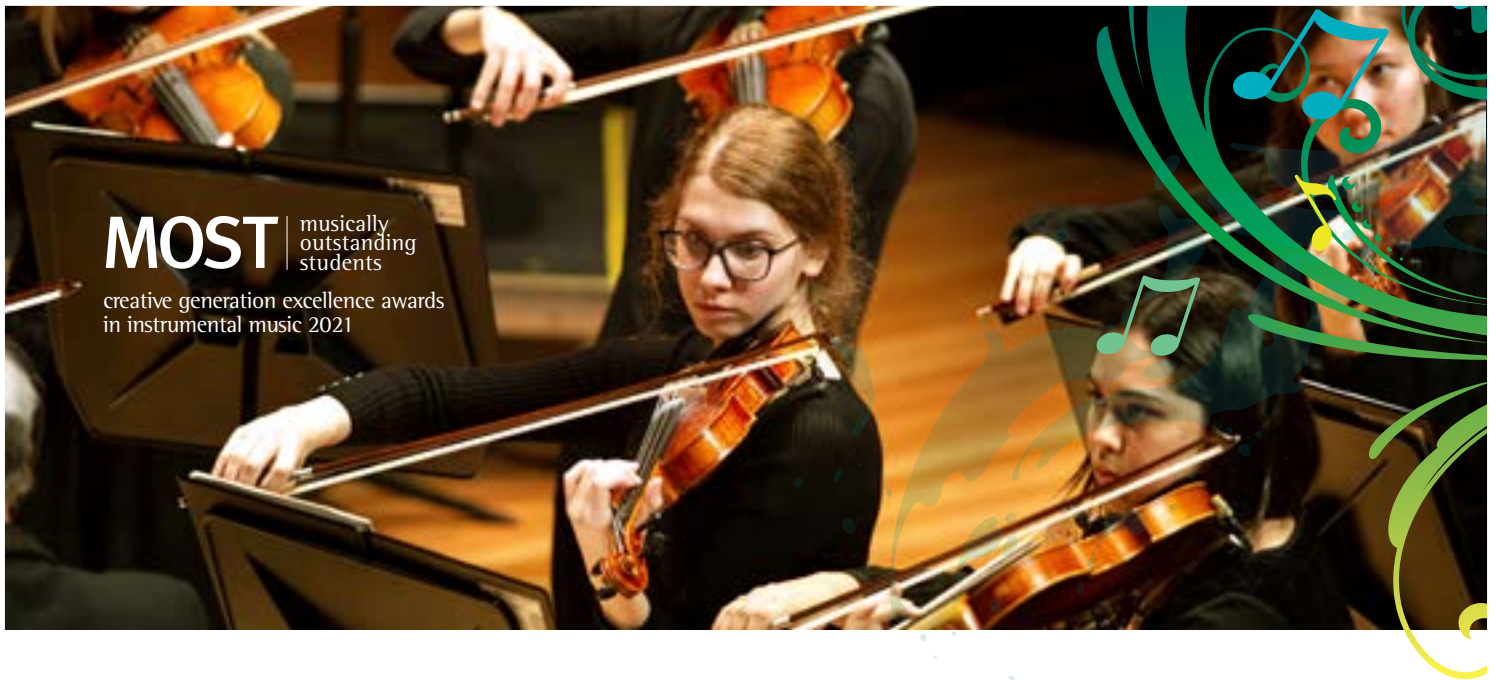
Role of the coordinating teacher

Who is the coordinating teacher?

The teacher entering the nomination for individual students or student groups to participate in 2021 Creative Generation Excellence Awards in Instrumental Music (MOST) and *Creative Generation – State Schools Onstage* (CGEN) should consider themselves the coordinating teacher.

The role and responsibilities of the coordinating teacher are to:

- ensure students and their parents/carers read and understand the participants' responsibilities (fact sheet 2), the level of commitment required to participate in MOST/CGEN, and all ongoing requirements of the program to ensure all participants are fully prepared at all times
- ensure the principal is aware and approves the nomination/s from the school and understands the level of commitment required by all participants (students and coordinating teachers)
- obtain and record signed MOST/CGEN 2021 project consent forms for each nominating student and obtain and record (or distribute to principal approved supervisors) medical and emergency contact information for each participating student
- submit all student nominations and the audition footage via the nomination website
- assign supervisors to assist at auditions, rehearsals and performances (if required) and seek principal approval for each supervisor's level of commitment. The coordinating teacher may also choose to take on the role of supervisor
- adhere to the Student Protection Policy in conjunction with the state government's Code of Conduct and each school's individual Code of Behaviour, which will detail particular strategies to promote appropriate behaviour, as well as consequences for unacceptable behaviour, during all MOST/CGEN commitments
- liaise with the MOST program manager and communicate all information regarding auditions, rehearsals and performances to participating students, parents/carers and supervisors
- ensure participating students meet all audition, rehearsal and performance commitments for the program involved
- notify the MOST/CGEN team if staff or students have any allergies or require any of the following special arrangements:
 - sign language interpreters
 - alternative formats for printed material (e.g. large print, disk, Braille)
 - physical access requirements (e.g. accessible car parking)
- ensure that all participants are aware that they are not only representing their school, but the Department of Education
- ensure all participants understand that if they contravene any element of the program or its requirements they risk exclusion from the program.



Participant responsibilities

Participants must:

- fully commit to participate in MOST or CGEN. It is expected that all scheduled auditions, rehearsals and performances will be attended and that students will follow their school's Code of Behaviour during all of these commitments or risk exclusion from the program
- be cooperative, self-disciplined and willing to follow directions from all coordinating teachers, supervisors and all members of the MOST and CGEN team, including directors, category managers, conductors, tutors, choreographers and staff
- demonstrate respect and support for fellow participants, including respect for their personal belongings and all equipment, including venues. Students may be required to pay for any expenses that arise as a result of careless or reckless behaviour
- be punctual for all sessions. All participants should arrive fully prepared for scheduled auditions, rehearsals and performances
- sign in on arrival and out on departure for all MOST and CGEN commitments
- remain within the perimeter of the venue (including the immediate grounds) for the duration of the commitment. Under no circumstances will students be permitted to leave the perimeter of the venue (and grounds) at any time without the permission from the category manager and without a supervisor, coordinating teacher, principal or parent/carer
- advise a supervisor if unwell or injured when the symptoms first occur. Parents/carers or coordinating teachers will be required to assess the situation and take appropriate action
- be responsible for their own belongings. Do not bring valuables to auditions, rehearsals and performances
- bring adequate food and water to auditions, rehearsals and performances
- turn off mobile phones during auditions, rehearsals and performances
- hire, borrow, purchase or make costumes (CGEN requirement only). Costume costs are to be met by students and all effort is made to keep these costs to a minimum
- have read and understood all program terms and conditions available on the MOST/CGEN websites.



How to nominate

The MOST/CGEN nomination website is:

<https://www.e-awards.com.au/2021/cgenonstage>

One teacher from each school should be allocated as the coordinating teacher during the nomination process. This coordinating teacher must register the school using the nomination website. If other teachers at the school wish to access the nomination website, they must login using the coordinating teacher's email address and password.

It is suggested that the coordinating teacher use their departmental email address and create a generic password that can be shared with other teachers within their school. Additional teacher contact information can be entered during the nomination process.

There are four steps for each nomination. All information is to be supplied via the website:

1. provide school details
2. provide coordinating teacher/supervisor details
3. provide nomination details
4. upload audition footage/supporting material.

1. Can students or parents complete the online nomination form themselves?

No, only registered teachers of the DoE are permitted to nominate students.

2. What will I be asked to acknowledge when submitting the nomination?

- The school principal where the student is enrolled has endorsed the nomination.
- All students nominating for a place in the program have returned to the school a completed (unamended) MOST/CGEN 2021 project consent form and a completed (unamended) Network Ten release form (CGEN only). If unamended forms are not returned, students are not able to participate in the program.
- Nomination and participation fact sheets 1 and 2 have been distributed and understood by all relevant personnel supporting the students' participation in the program.

- Parents/carers and students understand the entire program, and the expectations and level of commitment required.
- All school team members supporting the students' participation in the program understand the expectations and level of commitment required.
- All students (and parents/carers of those students) understand the DoE is collecting personal information, and will handle this material in accordance with the *Information Privacy Act 2009* and the *Education (General Provisions) Act 2006*.
- They have read, understood and agree to the terms and conditions of the program.

3. What information will I need to know when submitting the nomination?

- School name
- Is the school part of a cluster? (A cluster is a group of schools combining to form one nomination)
- Coordinating teacher name, email and mobile number
- Teacher name, email and mobile number for up to three additional CGEN contact teachers
- Nomination category
- Individual student or group name (student categories)
- Individual teacher name (teacher crew categories)
- Year level of nominating student/s in 2021
- Number of male and female students
- Number of students identifying as Indigenous (Aboriginal or Torres Strait Islander)
- Total number of nominating students

To assist teachers to collect student information, students should complete a student nomination form available in this document or on the MOST website.

4. Do I need to enter my school and teacher contact details each time I submit a nomination?

Yes, school and teacher contact details need to be provided for each nomination. However, to avoid additional data entry, you can copy a nomination that you have already



How to nominate (cont.)

entered. On the MY NOMINATIONS page, select the checkbox next to the nomination you wish to copy and press the COPY tab. Click on the copied nomination and edit accordingly.

5. Further hints for completing the MOST/CGEN nomination process

- Unless a field is labelled optional, it is a compulsory field. You will not be able to continue submitting the nomination until all compulsory fields are filled with data.
- If there is no data to place in that field (e.g. no basses in your choir), please enter 0 (zero).

If you find an option you require for your nomination isn't available in a drop down menu, please contact the CGEN program manager via email as we may be able to add an additional field.

6. Can I view my nominations once I've submitted them?

Yes, you can view your nominations using the following steps:

- Log into <https://www.e-awards.com.au/2021/cgenonstage>.
- On the left-hand side select NOMINATIONS, then MY NOMINATIONS.
- If you would like to download an electronic copy of your nominations, use these additional steps:
 - Tick the checkboxes next to the nominations you wish to download.
 - Select DOWNLOAD.

7. Can I edit my nomination once it's been submitted?

Yes, once your nomination has been submitted, you may edit it, if required, until nominations close by using the following steps:

- Log into <https://www.eawards.com.au/2021/cgenonstage>.
- On the left-hand side select NOMINATIONS, then MY NOMINATIONS.

- Click on the nomination you wish to edit or delete.
- Edit the data as required and SAVE.

8. How do I submit audition footage/support material?

Audition footage and support material must be uploaded during the nomination process. Please ensure each item is clearly labelled with the student name, school and category (e.g. JaneSmithFVCGENSHS).

Tips for maximising your ability to upload audition footage and support material

1. The size of files for audition footage should not exceed 50 MB.
2. Do not leave uploading audition footage to the last nomination day as excessive use of the system will incur delays.
3. If uploading files from a shared network (e.g. school), access the system out of hours when internet traffic will be reduced.
4. Ensure you keep to the time limit set for each nomination category. Excessive footage will not be viewed and will increase the file size.
5. You should convert your movie file into a more compressed format (reduced file size).
6. Accepted file formats are doc, docx, pdf, gif, jpeg, jpg, png, m4v, mov, mp4, mpeg, mpeg4, mpg and wmv.
7. Clearly label each audition and support material with the student name, school and category (e.g. JaneSmithFVCGENSHS).

Important

When recording audition footage, please ensure that the filming location is acceptable and that there is no background noise. High-quality recordings are required to ensure panel members can assess the student's playing level appropriately. In these terms and conditions, 'the department' means the State of Queensland acting through the DoE.



MOST 2021 nomination terms and conditions

In these terms and conditions, 'the department' means the State of Queensland acting through the DoE.

1. Information on how to nominate and participate in MOST, including all program guidelines, information books, forms and fact sheets, form part of these terms and conditions. Participation in the program will be considered acceptance of these terms and conditions.
2. The department (ABN 76 337 613 647) is the owner of the MOST program.
3. Once entered, details are not transferable to any other person, organisation or school.
4. Late or partially completed nominations, or nominations that do not satisfy the nomination requirements or program guidelines at the time of the program entry closing, may be judged as ineligible for participation in the program.
5. All information submitted must be true and correct at the time of nomination.
6. The decision made by the department to accept a student/school as eligible to proceed to the next stage of the program is final and no correspondence will be entered into.
7. The department accepts no responsibility for inability or failure to submit or nominate by the final date.
8. The nominee grants the department the right to use personal information (including student details, photographs or video) in accordance with the project consent form.
9. By providing material (including student details, photographs or video) to the entry portal, the nominee warrants they either own the material or have acquired sufficient right to use the material for the purpose of the program, and agree to indemnify the department against any loss or damages caused by a breach of this warranty.
10. Where a nominee is a part of a group or cluster, the person completing the nomination must be an authorised representative of the group and all organisations/schools affiliated with each person.
11. Where there is more than one category or stage, each category or stage may have individual eligibility criteria as well as judging criteria.
12. Although every effort will be made to ensure project materials (including certificates, prizes and awards) are sent to the address stated on the nomination, the department takes no responsibility for lost or misdirected items not received by students/schools.
13. The department will not be responsible for any problems or technical malfunction of any network or lines, servers, providers, computer equipment, software, traffic congestion on the internet, including, but not limited to, any injury or damage to participants or any other person's computer related to or resulting from participation in, or downloading any materials in, this program.
14. The department will not be responsible for any failure by sponsors and partners to fulfil their contractual obligations made between the department and the sponsor.
15. If for any reason the program is unable to run as planned, including causes beyond the control of the department, the department may at its sole discretion cancel, suspend or modify the program.
16. The program may be withdrawn at any time without notice.
17. The participant agrees to indemnify the department against any loss or damages caused by a cancellation, suspension, modification or withdrawal of the program.
18. These terms and conditions may be altered where necessary, and any changes will be notified on the program's website.
19. The department reserves the right, at any time, to verify the validity of a nomination, reject a nomination or disqualify a nomination that is not in accordance with these terms and conditions.

Student nomination form

In one easy process you can nominate for Creative Generation Excellence in Instrumental Music (MOST) 2021, the *Creative Generation – State Schools Onstage* (CGEN) symphony orchestra, or both programs in a streamlined manner.

Please complete this nomination form, including all signatures and return it to your teacher. You must also return a completed project consent form before your nomination will be processed.

NOTE: There will be no individual CGEN big band auditions in 2021. Students wishing to be considered for The James Morrison Creative Generation Big Band must nominate and be accepted into the Creative Generation Excellence Awards for Instrumental Music (MOST) 2021 program.

Tick the relevant box:

| | |
|---|--|
| I am nominating for both MOST and CGEN symphony orchestra | |
| I am nominating for MOST only | |
| I am nominating for CGEN symphony orchestra only | |

| | |
|---------------------------|--|
| First name | |
| Last name | |
| Postal address | |
| Suburb/town | |
| Postcode | |
| Male/female | |
| Home phone | |
| Parent/carer mobile | |
| Parent/carer email | |
| Student mobile | |
| Student email | |
| Date of birth | |
| School year level in 2021 | |

Privacy statement: The Department of Education is collecting your personal information in accordance with the Information Privacy Act 2009 (QLD) and s. 426(4)(a) of the Education (General Provisions) Act 2006 in order to communicate with you and support your child's participation in MOST 2021 and CGEN 2021. The information will only be accessed by authorised employees within the department. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. For further info, see www.deta.qld.gov.au/right-to-information/

Tick the relevant box:

Please list, in order of preference, audition instrument/s in the space below and include your most recent exam results. You can audition on more than one instrument.

| Audition Instrument/s | Grade | Examining institution (e.g. Instrumental Music Curriculum; AMEB; Trinity College) | Result | Exam Year |
|-----------------------|---------|---|--------|-----------|
| e.g. Clarinet | Level 9 | Instrumental Music Curriculum | A | 2020 |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

The information above is correct and I support this nomination. The project consent form has also been signed and returned to the coordinating teacher.

| | |
|--------------------------|------|
| Student's signature | Date |
| | |
| Parent/carer's signature | Date |
| | |

19 October 2020

Dear **Parent/carers/individual**

Introduction to the Project Consent Form (attached) for Creative Generation - State Schools Onstage (CGEN) 2021 and Creative Generation Excellence Awards in Instrumental Music (MOST) 2021

This letter is to inform you about how the Department of Education (department) will use, record and disclose your or your child's personal information and material. It outlines:

- what information we record; and
- where and how we will use the materials.

Examples of personal information, which may be used and disclosed (subject to consent), include part of a person's name, image/photograph, voice/video recording or year level.

Materials that are created by you or your child, whether as an individual or part of a team, may be replicated in full or modified for purpose. This includes copyright material, including written, artistic or musical works, video or sound recording created in connection with the project.

Personal information may include identifying each person who contributed to the creation. The material and personal information may also represent Indigenous knowledge or culture.

Purpose of the consent

This Project Consent Form relates to Creative Generation - State Schools Onstage (CGEN) 2021 and Creative Generation Excellence Awards in Instrumental Music (MOST) 2021.

CGEN is Queensland's largest, annual, youth performing arts program, providing students with exposure to the industry through auditions, workshops and rehearsal opportunities from February to July, culminating in four performances.

MOST is a biennial residential camp for musically outstanding students providing a series of intensive rehearsals, workshops, tutorials and performances.

Please be aware that all nominations for the CGEN/MOST program/s must be endorsed by the school's principal and students must have completed and returned to the school an unamended CGEN/MOST 2021 project consent form. Students nominating for CGEN must also complete and return an unamended Network 10 release form. If forms are not returned, students will not be able to participate in the program. This is due to CGEN being broadcast on national television and promoted state-wide in Queensland through our media partners.

It is the department's usual practice to take photographs or record images and occasionally to publish limited personal information and materials for the purpose of promoting Queensland education.

To achieve this purpose the department may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below. The department may also use images on a range of materials including (but not limited to) advertising, marketing materials, presentations and publications.

Because of this, the Project Consent Form provides consent for personal information and a licence for materials to be published online or in other public forums.

The department holds images in its Digital Asset Management Library and these may be used by the Queensland Government to promote a range of initiatives.

The department needs to receive consent in writing before it uses or discloses an individual's personal information or materials in a public forum. The attached form is a record of the consent provided.

Voluntary

It is your choice whether to give consent.

Consent may be withdrawn

Consent may be withdrawn at any time by you.

If you wish to withdraw consent please notify the departmental contact in writing (whether by email or letter). The department will confirm the receipt of your request if you provide an address.

The department will endeavour to take down content that is in its direct control; however, published information and materials cannot be deleted and the department is under no obligation to communicate changes to consent with other entities/ third parties.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images and materials), to be deleted or restricted from use once published.

Media sources used

The department will publish images and materials on a range of social media, websites and traditional media sources subject to your consent. Please see the following webpage for a full list of sources where the project may be published.

<https://education.qld.gov.au/parents-and-carers/parent-participation/use-images-recordings>

Duration

The consent is ongoing unless you decide to withdraw your consent.

Who to contact

If you have any questions or wish to withdraw consent please contact the Operations Manager.

Please retain this letter for your records and return the signed consent form.

Operations Manager, Creative Generation - State Schools Onstage

Strategic Communication and Engagement

Department of Education

Email: creativegeneration@qed.qld.gov.au

Phone: 07 3328 6630

Project Consent Form

Creative Generation - State Schools Onstage 2021 and Creative Generation Excellence Awards in Instrumental Music (MOST) 2021

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES (including individuals)

Parent/carer to complete for students under 18. Independent students may complete on their own behalf and if under 18 a witness is required. Otherwise, the consenter is to complete.

Full name:

Date of birth:

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

☐ No name ☐ First Name ☒ Full Name

► Image/photograph ► School Name ► Recording (voices and/or video) ► Year level

(b) **Materials** created by the person in section 1:

► Sound recording ► Artistic work ► Written work ► Video or image

► Software ► Music score ► Dramatic work

3 APPROVED PURPOSE AND TIMELINE FOR CONSENT

If consent is given in section 4 of the form below:

- The personal information and materials (as detailed in section 2) will be recorded, used and/or disclosed (published) by the school, Department of Education (DoE) and the Queensland Government for the following purposes (the approved purpose):
 - any activities engaged in during the course of the project, as described in the attached letter, or purposes of public relations, promotion, advertising, recruitment advertising, presentations, publications, displays, media, promotional, marketing and communication materials and commercial activities concerning the Project. Rehearsal footage and images will also be published on the CGEN Team App and CGEN Participant Gateway for student learning purposes. These password protected platforms are tools for communication between the CGEN team and pre-approved students, parents and teachers involved in the program. The Department may use footage and images captured at rehearsals, workshops and performances in content shared via the applications. The applications do not permit users to download shared content, however third party applications may be used to overcome the Department's settings.
- The personal information and materials (as detailed in section 2) will be disclosed (published) for the approved purpose via social media, online or in printed or other forms of media as set out at <https://education.qld.gov.au/parents-and-carers/parent-participation/use-images-recordings>, including: any purpose, commercial or otherwise, required by operators of the websites as a condition of uploading the personal information or materials; and transfer of the personal information outside of Australia in the course of the operation of the website.

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

4 CONSENT AND AGREEMENT To record the consent please sign the top of the following page

► CONSENTER – for the person giving consent

I am (tick as applies):

☐ parent/carer of the identified person in section 1

☐ the identified person in section 1 (if an individual, independent student, teacher or volunteer)

☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory 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 (publishing) the personal information and materials identified in section 2 for the approved purpose as detailed in section 3.

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

By signing, I also agree that this Project Consent Form is a legally binding and enforceable agreement between the consenter, the department and the State. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify DoE of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person, in section 1 as an author or performer of the licensed, materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Project Consent Form Creative Generation - State Schools Onstage 2021 and Creative Generation Excellence Awards in Instrumental Music 2021

Print name of student

Print name of individual/consenter

Signature or mark of individual/consenter

Date

Signature or mark of student (if an independent student)

Date

SPECIAL CIRCUMSTANCES

In many circumstances only the above signatures are 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). Another occasion may be where the consenter is an independent student and under 18.

► WITNESS – for consent from an independent student or where the explanatory letter and Project Consent Form were read.

I have witnessed the signature of an independent student, or that the accurate reading of the explanatory letter and the Project Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

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

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

1. the identified materials will be used in accordance with the Project 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 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 explanatory letter and Project Consent Form, and all the questions asked by the consenter 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 explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the individual's personal information. The information will be used and disclosed by authorised departmental employees for the purposes outlined on the form and may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please use the contact details identified in the Introduction to the Project Consent Form.

