



# ParkConnect User Guide

## Education Group Excursion Form

Nov 2023 Vol.1.0



# Acknowledgement of Country

Victoria's network of parks and reserves form the core of Aboriginal cultural landscapes, which have been modified over many thousands of years of occupation. They are reflections of how Aboriginal people engaged with their world and experienced their surroundings and are the product of thousands of generations of economic activity, material culture and settlement patterns. The landscapes we see today are influenced by the skills, knowledge and activities of Aboriginal land managers. Parks Victoria acknowledges the Traditional Owners of these cultural landscapes, recognising their continuing connection to Victoria's parks and reserves and their ongoing role in caring for Country.

This publication may be of assistance to you but Parks Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

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**Cover image:** Description

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# 1 Education Group Excursion Form

## 1.1 Introduction

ParkConnect is Parks Victoria's online database for visitor communication and emergency management. Registering your upcoming trips and excursions through ParkConnect assists in alerting you to any park closures, storm damage or management activities such as planned burns that may impact your visit.

Excursions are, but not limited to, activities organised by education groups, where:

- groups are taken out of the school/organisation grounds (for example, a camp, day excursion or school sports)
- groups undertake adventure activities in parks, reserves and/or sanctuaries

Submitting your activity plan one month in advance helps us to better understand your trip intentions, review risk assessments and advise you in case of an emergency.

### Staying safe

Excursions are an important part of the learning experiences of all students from Early Learning to Tertiary. Excursions can support quality curriculum delivery and can provide important social and emotional development opportunities for students that is often not available in the classroom. These might include teamwork, resilience and confidence-building through challenge, problem-solving, connecting with nature, creative and imaginative play and coordination and strength.

For the safety and wellbeing of your group, you should always conduct a site safety survey prior to the start of your session.

Remember to always have:

- suitable supervision
- correct educator to student ratios
- a risk assessment in place
- first aid kits available.

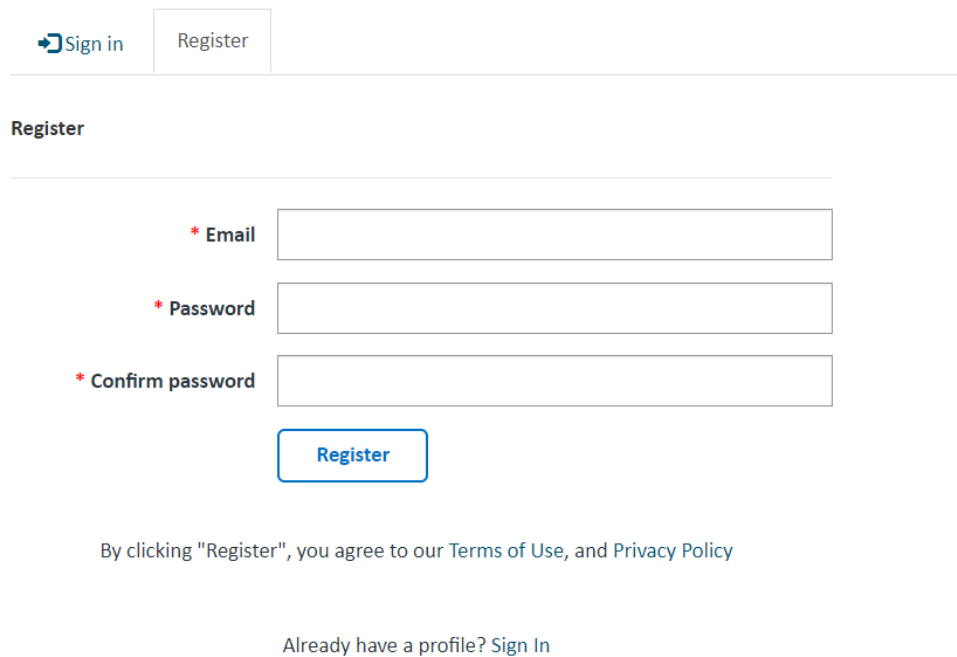
For further information, the [Department of Education](#) has also outlined different types of risks that may occur in outdoor environments and how to prepare for them.

For supporting resources to facilitate learning in nature, visit Parks Victoria's [Learning in Nature](#) page.



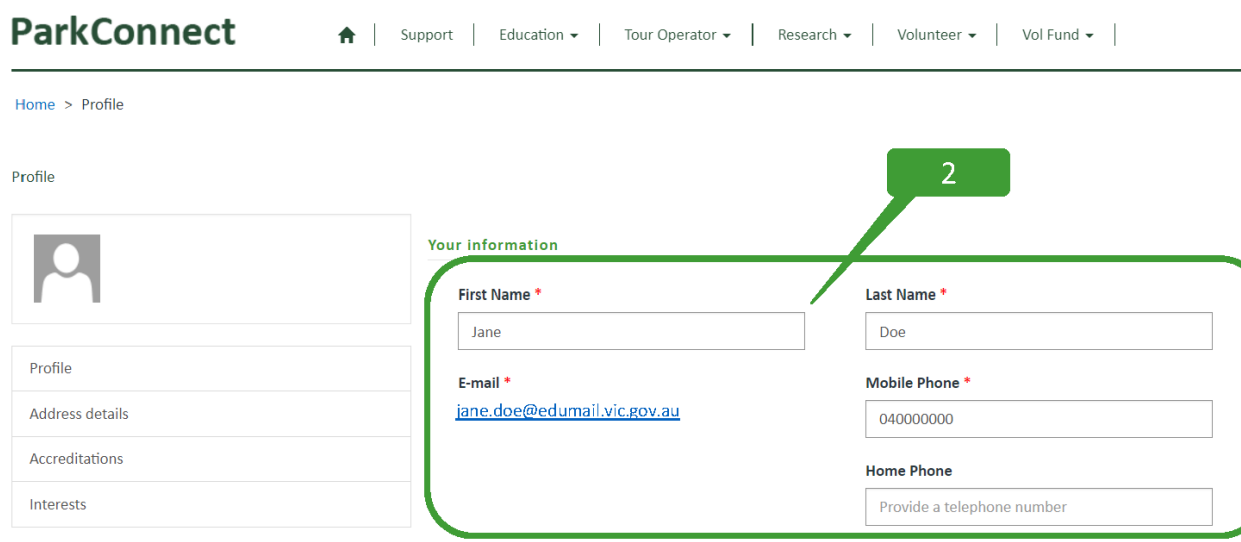
## 2 Creating an Education Profile on ParkConnect

1. Sign up to ParkConnect by registering your email address and creating a password.



The screenshot shows the registration process on the ParkConnect website. At the top, there are two buttons: "Sign in" with a key icon and "Register". Below these, the "Register" section is active. It contains three input fields, each with a red asterisk indicating a required field: "\* Email", "\* Password", and "\* Confirm password". Below the fields is a blue "Register" button. Underneath the button, a line of text states: "By clicking 'Register', you agree to our [Terms of Use](#), and [Privacy Policy](#)". At the bottom of the form, there is a link: "Already have a profile? [Sign In](#)".

2. After clicking the Register button your profile page will appear. Fill in your personal details under the *Your Information* section.



The screenshot shows the ParkConnect profile page. The header includes the "ParkConnect" logo and a navigation menu with links: Home, Support, Education, Tour Operator, Research, Volunteer, and Vol Fund. Below the header, the breadcrumb "Home > Profile" is visible. The main content area is titled "Profile" and features a sidebar on the left with links to "Profile", "Address details", "Accreditations", and "Interests". The main section is titled "Your information" and contains several input fields. A green callout box with the number "2" points to the "First Name" field. The fields are: "First Name \*" (containing "Jane"), "Last Name \*" (containing "Doe"), "E-mail \*" (containing "jane.doe@edumail.vic.gov.au"), "Mobile Phone \*" (containing "040000000"), and "Home Phone" (containing "Provide a telephone number").

3. Select the type of account you would like to create. To access the Education Portal on ParkConnect, you will need to select an Education account. You can select multiple account types if you would like access to several areas on ParkConnect.

**ParkConnect** | [Support](#) | [Education](#) | [Tour Operator](#) | [Research](#) | [Volunteer](#) | [Vol Fund](#)

### Please select the account type(s) you want to create

**Volunteer**  
☐ No ☒ Yes

**Tour Operator**  
☒ No ☐ Yes

**Education**  
☐ No ☒ Yes

4. Using the Affiliated Organisation look-up function, select the Education Organisation that you work with. If the name does not appear in the list, please email [education@parks.vic.gov.au](mailto:education@parks.vic.gov.au) to have it added. You will need to provide your organisation name and location.

**ParkConnect** | [Support](#) | [Education](#) | [Tour Operator](#) | [Research](#) | [Volunteer](#) | [Vol Fund](#)

### Affiliated Organisation

Please select the organisation that you are usually affiliated with when you visit a park to undertake research or an excursion. An affiliated organisation may employ you directly (school, University, TAFE, consultancy firm, Catchment Management Authority etc) or you may undertake research as a volunteer (Field Naturalists, Friends Group etc).

If your affiliated organisation is not listed you will need to notify Parks Victoria by clicking [here](#)

**Affiliated Organisation \***

☐ I am not affiliated with an organisation (e.g. Citizen Science, volunteer)

5. Complete the declaration to accept the ParkConnect terms of use and privacy statements.

6. Click the Update button at the bottom of the page.

### Declaration

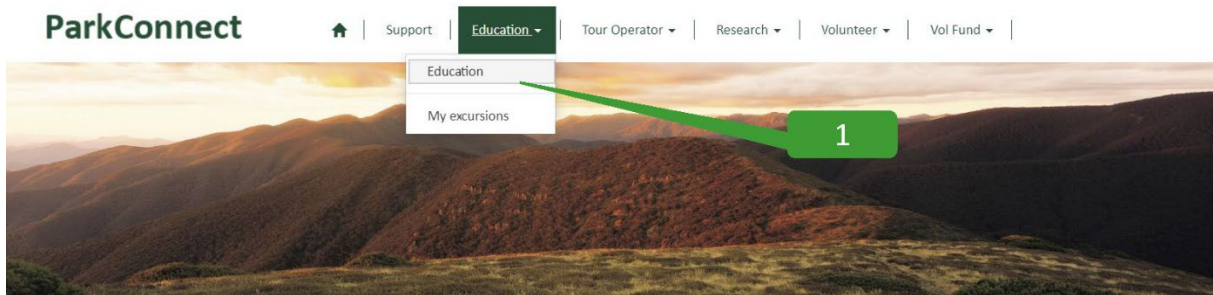
☒ Has Accepted Terms of Use & Privacy Statements

7. A message will appear at the top of your profile prompting you to confirm your email address. Click the Confirm Email button.

8. Check your email and follow the ParkConnect confirmation instructions.

### 3 Locating the Education Group Excursion Form

1. Log in to ParkConnect. Hover over the Education menu and select 'Education' from the list.



2. The 'Education home' page displays two options:

- Education Group Excursion Form
- Bush Kinder Activity Plan

Select *Education Group Excursion Form*.

## ParkConnect

Support Education Tour Operator Research Volunteer Vol Fund Rock Climbing

### Education home



#### Planning an excursion? Submit an Education Group Excursion Form

ParkConnect is Parks Victoria's online database for visitor communication and emergency management. Registering your upcoming trips and excursions through ParkConnect assists in alerting you to any park closures, storm damage or management activities such as planned burns that may impact your visit.

Please submit an online Education Group Excursion Form one month prior to your visit to a park.

[Education Group Excursion Form](#)



#### Register a Bush Kinder Activity Plan

Before you head out for your first bush kinder session, you can register your program by creating a Bush Kinder Activity Plan.

Submitting your activity plan one month in advance helps us to better understand your bush kinder plans, review risk assessments and advise you in case of an emergency.

Whether you're visiting once a week or once a month, the Bush Kinder Activity Plan will prefill your visit details according to the recurring pattern and schedule that you select. This means you can submit just one form for the whole term, semester or year.

[Bush Kinder Activity Plan](#)

## 4 Completing an Education Excursion Form

Following the Education Group Excursion Form button, you can begin to enter your trip intentions.

### 4.1 Information Collection Notice

Read through the Parks Victoria *Information Collection Notice* and select *agree and continue*.

**ParkConnect**

Support Education Tour Operator Research Volunteer Vol Fund Rock Climbing

Home > Education home > My excursions > Education Group Excursion Form

### Education Group Excursion Form

Information Collection Notice Applicant details Visit details Campsite booking Additional details Terms and conditions

#### Information Collection Notice

Parks Victoria collects information from education groups in order to manage educational activities/volumes of groups, complete statutory reports, manage bookings, to provide support for educational activities and the associated activities to meet the legislative, policy, governance and regulatory requirements of the areas that we manage. These details are also used to facilitate contact if required for emergency management.

#### How Parks Victoria manages this information

Parks Victoria will manage this information, primarily stored within the ParkConnect system, in accordance with legislation and statutory requirements including the Privacy and Data Protection Act 2014 and the Public Records Act 1973. Full details of the Parks Victoria Privacy Policy is available on our [website](#).

#### Who Parks Victoria may share your information with

Parks Victoria will only share this information when required by law or when required for emergency management.

#### Updating & correcting information

You can update or correct information at any time by either directly updating this information in the ParkConnect Portal or by contacting [education@parks.vic.gov.au](mailto:education@parks.vic.gov.au). We encourage you to maintain accurate complete and up to date details with Parks Victoria to ensure effective emergency management actions can occur if required.

4.1

Agree and continue

### 4.2 Applicant details

Check your profile details are correct and read through:

- Excursions
- Emergency management
- Minimal Impact Guidelines

Select *next*.

**ParkConnect**

Support Education Tour Operator Research Volunteer Vol Fund Rock Climbing

Home > Education home > My excursions > Education Group Excursion Form

### Education Group Excursion Form

Information Collection Notice Applicant details Visit details Campsite booking Additional details Terms and conditions

#### Applicant details

Applicant name Jane Doe Email [jane.doe@edumail.vic.gov.au](mailto:jane.doe@edumail.vic.gov.au)

Mobile phone Provide a telephone number

#### Excursions

Excursions are, but not limited to, activities organised by education groups, where:

- groups are taken out of the school/organisation grounds (for example, a camp, day excursion or school sports)
- groups undertake adventure activities in parks, reserves and/or sanctuaries

Registering at least one month in advance helps us to better understand your planned visit(s) and keep you safe by organising a coordinated emergency management response with local ranger teams and government departments if required.

#### Emergency management

When learning outdoors, conditions can change at short notice. The following links provide information to keep you up-to-date with changing park conditions. These will assist you to identify risks for your risk management plan and allow you to develop alternative arrangements for keeping students safe in a changing environment.

- [Change in park conditions](#) - any change of conditions will be listed on the individual park's page.
- [Catastrophic park closures](#) - information about park closures due to forecast fire danger.
- [Planned Burns Victoria](#) - planned burns are coordinated and managed by Forest Fire Management Victoria and can be implemented at short notice as the weather allows. You can subscribe to be notified when planned burns are going to take place but be aware this information can be sent at very short notice.
- [VIC Emergency](#) - for all alerts and warnings across the Victorian landscape.

#### Minimal Impact Guidelines

Spending time in national parks, reserves and other protected areas is an excellent way for students to develop positive environmental values and to learn more about the world they live in, and how humans and nature interact with each other. By following our [Minimal Impact Guidelines for Schools](#), you and your students can learn in and about these amazing natural places while helping us to protect them. The Parks Victoria [Minimal Impact Guidelines for Schools](#) should inform how you manage your outdoor activities, and should be followed at all times while enjoying our parks, reserves and waterways.

4.2

Next



## 4.3 Visit details

Complete the visit details required for your excursion. This includes:

- Visit details –
  - the Education Organisation name
  - the Park you are visiting
  - activity description
  - Arrival date/Departure date
- Participant details –
  - Number of students/children and teacher/adults
  - On-site contact name and number
  - If the trip is overnight or longer, emergency contact and number

### ParkConnect

[Home](#) [Support](#) [Education](#) [Tour Operator](#) [Research](#) [Volunteer](#) [Vol Fund](#) [Rock Climbing](#)

[Home](#) > [Education home](#) > [My excursions](#) > Education Group Excursion Form

4.3

## Education Group Excursion Form

Information Collection Notice ☒ Applicant details ☒ Visit details ☒ Campsite booking ☐ Additional details ☐ Terms and conditions ☐

### Visit details

Education organisation \*

Arrival date \*

Park \*

Departure date \*

Activity description \*

Complete details as needed.

For excursions over 100 students, a Parks Victoria Events Permit is required.

### Participant details

Number of teachers/adults \*

Number of students \*

On-site contact name \*

On-site contact mobile \*

Emergency contact \*

Emergency contact number \*

The emergency contact should be a staff member who is not attending the excursion. For example, another teacher or Leadership/Principal position at your school.

If your trip intentions are overnight or longer, an emergency contact and number are required.

[Previous](#)

[Next](#)

## 4.4 Campsite booking

You can request a campsite booking through the Education Group Excursion Form where Parks Victoria Customer Service will reach out to then process. Your campsites are **not** confirmed until the booking has been processed.

If you do not require a campsite booking, select '**No**' for questions:

- Do you require a paid campsite booking?
- Are you intending to stay overnight at a non-bookable, free campsite?

### ParkConnect

Support Education Tour Operator Research Volunteer Vol Fund Rock Climbing

Home > Education home > My excursions > Education Group Excursion Form

### Education Group Excursion Form

Information Collection Notice ✓ Applicant details ✓ Visit details ✓ **Campsite booking** Additional details Terms and conditions

#### Camping in school groups

##### Paid campsites

Bookable, paid campsites are available to school groups. School group camping fees apply for bookings made by Primary and Secondary Schools for overnight camping, special campingplaces, and overnight hiker permits. These fees are a 10% reduction on the seasonal fee for campsites. The relevant per site or per person school group fee applicable to each camping area is listed in the [Parks Victoria fees and charges schedule](#).

##### Free campsites

There are a number of 'non-bookable, free campsites' within some parks and reserves. These campsites cannot be reserved and operate on a first come, first served basis.

Do you require a paid campsite booking?

- ☒ No  
☐ Yes  
☐ I already have a campsite booking

Select 'No' if you are not staying overnight or do not need campsites.

Are you intending to stay overnight at a non-bookable, free campsite?

- ☒ No ☐ Yes

Previous

Next

### 4.4.1 Do you require a paid campsite?

#### Single destination or overnight trip:

For a single destination trip, provide details of your preferred camping dates and campground.

Parks Victoria's Customer Service team will be in contact to process your request.

On the occasion that your request can not be met, Customer Service will work with you to find dates and campgrounds that suit the needs of your excursion.

#### Camping in school groups

##### Paid campsites

Bookable, paid campsites are available to school groups. School group camping fees apply for bookings made by Primary and Secondary Schools for overnight camping, special campingplaces, and overnight hiker permits. These fees are a 10% reduction on the seasonal fee for campsites. The relevant per site or per person school group fee applicable to each camping area is listed in the [Parks Victoria fees and charges schedule](#).

##### Free campsites

There are a number of 'non-bookable, free campsites' within some parks and reserves. These campsites cannot be reserved and operate on a first come, first served basis.

Do you require a paid campsite booking?

- ☐ No  
☒ Yes  
☐ I already have a campsite booking

Select whether your excursion requires one campsite booking, or if you are visiting a number of different campsites.

Is it a single or multi destination trip?

- ☒ Single destination or overnight trip ☐ Multi destination trip

#### Single destination or overnight trip

If the Education Group is staying in one location, or an overnight camp, please provide:

Preferred camping date \*

19/02/2024

Alternative camping date \*

DD/MM/YYYY

Campground name \*

Your preferred dates will be preferred. Please provide alternative camping dates in the case that your request is not available.

Parks Victoria Customer Service team will be in contact via email to confirm your booking and payment.



### Multi-destination trip:

For a multi-destination trip, provide details of your itinerary, campground student and teachers numbers.

Parks Victoria's Customer Service team will be in contact to process your request. On the occasion that your request can not be met, Customer Service will work with you to find dates and campgrounds that suit the needs of your excursion.

#### Is it a single or multi destination trip?

- ☐ Single destination or overnight trip ☒ Multi destination trip

#### Multi-destination trip

If the excursion is a multi-destination trip, such as a hiking trip, please specify the following details:

- each campsite aligned with your preferred camping date
- the number of students and teachers/adults at each campsite

For example:

- Day 1: 13th October Aire River West drive-in campsite - 10 students, 2 teachers/adults
- Day 2: 14th October Johanna Beach Hike-in group campsite - 10 students, 2 teachers/adults

If the Education Group is planning to split the group and cross over in direction, please include these logistics and details to support your campsite bookings.

Provide details about your trip intentions here. Providing details such as preferred travel direction, number of groups travelling and the different itineraries for each group.

Additional details on the next tab, can provide more room should you require to explain your journey.

#### Preferred dates and locations for a multi day trip \*

Day 1: 13th October Aire River West drive-in campsite - 10 students, 2 teachers/adults  
Day 2: 14th October Johanna Beach Hike-in group campsite - 10 students, 2 teachers/adults

#### Alternative dates and locations for a multi day trip \*

Day 1: 20th October Aire River West drive-in campsite - 10 students, 2 teachers/adults  
Day 2: 21th October Johanna Beach Hike-in group campsite - 10 students, 2 teachers/adults

Parks Victoria Customer Service team will be in contact via email to confirm your booking and payment.

## 4.4.2 I already have a campsite booking?

If your campsite bookings are already processed, select *I already have a campsite book* and quote your Booking Reference Number.

#### Do you require a paid campsite booking?

- ☐ No  
☐ Yes  
☒ I already have a campsite booking

#### What is your Booking Reference Number? \*

If you have already purchased campsite/s for your excursion, please quote your Booking Reference Number here.

### 4.4.3 Are you intending to stay overnight at a non-bookable, free campsite?

If you are intending on staying at a non-bookable, free campsite, you can provide extra details of your intentions on the next tab, *additional details*. A non-bookable, free campsite can not be reserved.

## ParkConnect

[Home](#) [Support](#) [Education](#) [Tour Operator](#) [Research](#) [Volunteer](#) [Vol Fund](#) [Rock Climbing](#)

[Home](#) > [Education home](#) > [My excursions](#) > Education Group Excursion Form

## Education Group Excursion Form

Information Collection Notice ✓ Applicant details ✓ Visit details ✓ **Campsite booking** Additional details Terms and conditions

### Camping in school groups

#### Paid campsites

Bookable, paid campsites are available to school groups. School group camping fees apply for bookings made by Primary and Secondary Schools for overnight camping, special campingplaces, and overnight hiker permits. These fees are a 10% reduction on the seasonal fee for campsites. The relevant per site or per person school group fee applicable to each camping area is listed in the [Parks Victoria fees and charges schedule](#).

#### Free campsites

There are a number of 'non-bookable, free campsites' within some parks and reserves. These campsites cannot be reserved and operate on a first come, first served basis.

##### Do you require a paid campsite booking?

- ☒ No  
☐ Yes  
☐ I already have a campsite booking

##### Are you intending to stay overnight at a non-bookable, free campsite?

- ☐ No ☒ Yes

Provide extra details about your intended stay at a non-bookable, free campsite at the 'additional details' tab.

#### Warning:

These campsites are first come first served basis. There is no guarantee that a non-bookable campsite will be available. In the case that the non-bookable, free campsites are full, please ensure you have an alternate accommodation plan.

[Previous](#)

[Next](#)



## 4.5 Additional details

Read through *Additional details* and *Staying safe*.

At this point in the form, it is a good opportunity to provide land managers with as much information as you can about your planned visits.

This helps us to support you in your visit and protect the natural environment whilst your there.

You can use the open field box to provide this detail, or upload *Additional documents* such as risk assessments, planned activities or itineraries.

### Education Group Excursion Form

Information Collection Notice ✓

Applicant details ✓

Visit details ✓

Campsite booking ✓

Additional details

Terms and conditions

#### Additional details

##### Staying safe

Excursions are an important part of the learning experiences of all students from Early Learning to Tertiary. Excursions can support quality curriculum delivery and can provide important social and emotional development opportunities for students that is often not available in the classroom. These might include teamwork, resilience and confidence-building through challenge, problem-solving, connecting with nature, creative and imaginative play and coordination and strength.

For the safety and wellbeing of your group, you should always conduct a site safety survey prior to the start of your session.

Remember to always have:

- suitable supervision
- correct educator to student ratios
- a risk assessment in place
- first aid kits available.

If you need further information, the [Department of Education](#) has also outlined different types of risks that may occur in outdoor environments and how to prepare for them.

##### Additional details

Please provide any additional details to inform land managers about your intended visit. This might include, but not subject to:

- description of the location of your excursion
- description of your intended activities during an excursion
- inclusion and accessibility needs for your students

##### Additional documentation

Please provide any additional documents to inform land managers about your intended visit. This might include, but not subject to:

- a map indicating the location of your proposed excursion
- an itinerary of your trip
- a risk assessment

Add files

File name	Status	Submitted on ↓
There are no records to display.		

PreviousNext

4.5

To better inform land managers and to support your planned visits, ensure you upload additional details of your trip intention.

## 4.6 Terms and conditions

Select each check box and submit your Education Group Excursion Form.

All resources and links referenced throughout the form will be sent to your email.

### Education Group Excursion Form

Information Collection Notice ✓

Applicant details ✓

Visit details ✓

Campsite booking ✓

Additional details ✓

Terms and conditions

#### Terms and conditions

By submitting an Education Group Excursion Form, I, on behalf of the Education Organisation, agree to comply with the following terms and conditions:

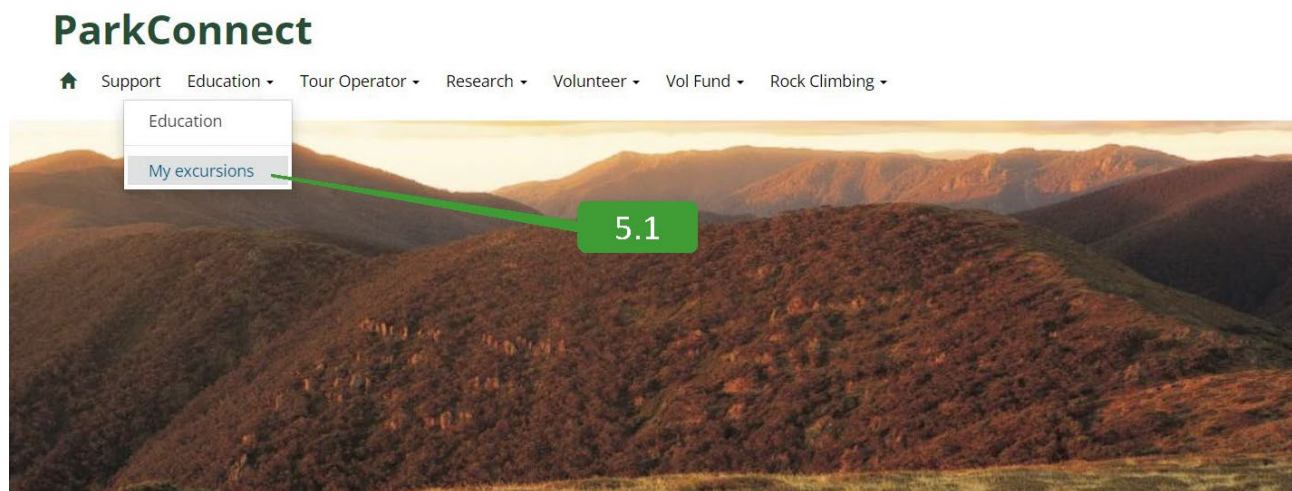
- ✓ The Education Organisation will abide by the Department of Education's [excursion policies and procedures](#). \*
- ✓ The Education Organisation will have the appropriate occupational health and safety (OH&S) and risk assessment documentation in place. \*
- ✓ The Education Organisation will follow all directions and guidance from Parks Victoria staff. \*
- ✓ The Education Organisation will meet the requirements of Parks Victoria's [Minimal Impact Guidelines for Schools](#). \*

PreviousSubmit

4.6

## 5 My excursions

To view your Education Group Excursion Form, select the drop-down menu for Education and select 'My excursions'. Here you will find all of your education submissions.



### 5.1 Viewing your Education Group Excursion Form

The *My excursions* page displays all excursion forms you have submitted through ParkConnect. *My excursions* allows you to view, copy and cancel your Bush Kinder Activity Plans and Education group Excursion Forms.

To view a draft, submission or approved Education Group Excursion Form, select the *View Details*, from the drop-down menu on the left.

### Group Intentions

My open excursions

Add Excursion

EDU number ↓	Arrival date	Departure date	Education organisation name	Number of students	Number of teachers/adults	Status reason	
EDU-005492	19-Feb-2024	22-Feb-2024		11	11	Submitted	<div>5.1</div> <div>View Details Cancel Copy Excursion</div>
EDU-005491	29-Nov-2023	29-Nov-2023		44	44	Draft	
EDU-005490						Draft	



## 5.2 Editing your Education Group Excursion Form

To edit a draft Education Group Excursion Form, select the *Edit Details*, from the drop-down menu on the left. A submitted or approved plan cannot be altered, only cancelled.

### Group Intentions

My open excursions ▾

Add Excursion

EDU number ▾	Arrival date	Departure date	Education organisation name	Number of students	Number of teachers/adults	Status reason	
EDU-005492	19-Feb-2024	22-Feb-2024		11	11	Submitted	▾
EDU-005491	29-Nov-2023	29-Nov-2023		44	44	Draft	▾
EDU-005490						Draft	▾
EDU-005489	28-Nov-2023	12-Dec-2023		33	22	Submitted	▾

5.2

Cancel  
Edit Excursion  
Copy Excursion

## 5.3 Copying your Education Group Excursion Form

To copy a draft, submitted or approved Education Group Excursion Form, select the *Copy Excursion*, from the drop-down menu on the left.

### Group Intentions

My open excursions ▾

Add Excursion

EDU number ▾	Arrival date	Departure date	Education organisation name	Number of students	Number of teachers/adults	Status reason	
EDU-005492	19-Feb-2024	22-Feb-2024		11	11	Submitted	▾
EDU-005491	29-Nov-2023	29-Nov-2023		44	44		▾
EDU-005490							▾
EDU-005489	28-Nov-2023	12-Dec-2023		33	22		▾

5.3

Cancel  
Edit Excursion  
Copy Excursion

# 5.4 Cancelling an Education Group Excursion Form

To cancel a draft, submitted or approved Education Group Excursion Form, select the *Cancel*, from the drop-down menu on the left.

## Group Intentions

My open excursions ▾

Add Excursion

EDU number ▾	Arrival date	Departure date	Education organisation name	Number of students	Number of teachers/adults	Status reason	
EDU-005492	19-Feb-2024	22-Feb-2024	1 s	11	11	Submitted	<div>5.4</div> <div><div>View Details</div><div>Cancel</div><div>Copy Excursion</div></div>
EDU-005491	29-Nov-2023	29-Nov-2023	1 s	44	44	Draft	
EDU-005490						Draft	

## Contact Us

We welcome all enquiries and feedback on the Education Group Excursion Form. If you wish to provide feedback or have an enquiry, please email [education@parks.vic.gov.au](mailto:education@parks.vic.gov.au). Please note that the more information you provide us, the easier it is for us to assist you.



