THE EDUCATION STATE

VICTORIA State Government | Department of Education

COMMUNITY LANGUAGE SCHOOLS
Accreditation and Funding Guide 2023

Updated June 2023

Contents

1. Introduction

The Department of Education's (the Department) Community Language Schools Funding Program provides funding to not-for-profit community language schools (CLS) to deliver language programs to Victorian children and students outside of school hours. This Guide aims to support CLS who wish to receive funding from the Department.

The process for **Accreditation** is outlined in **Section 2**. Accreditation is required for CLS to receive funding and is valid for three years once CLS show evidence that they meet a range of criteria.

The requirements for **Funding** are detailed in **Section 3**. Two types of funding are available:

- funding for school-aged students, and
- funding for preschool-aged children.

1.1. Child Safe Standards

All organisations in Victoria that provide services or facilities for children must comply with the Child Safe Standards. The Standards ensure the safety of children is promoted, child abuse is prevented, and allegations of child abuse are appropriately addressed.

The Commission for Children and Young People (CCYP) oversees the Child Safe Standards. The Department has legal responsibility to ensure the Child Safe Standards are followed by all CLS receiving Department funding.

Each CLS must understand the Standards and have policies in place that promote the safety and security of children and young people. Community Languages Victoria (CLV) is funded by the Department to ensure that each CLS complies with the Standards and to report, manage and document any incidents.

CLS must ensure that they comply with the 11 new Standards, which commenced on **1 July 2022**. Further information and support is available from CLV and at https://ccyp.vic.gov.au/child-safe-standards/new-child-safe-standards-start-in-victoria-on-1-july-2022-to-better-protect-children/

1.2. Reportable Conduct Scheme

In addition to the Child Safe Standards, all CLS must comply with the Victorian Reportable Conduct Scheme (Scheme). The Scheme is established by the *Child Wellbeing and Safety Act 2005* (the Act) and aims to improve the response of organisations to allegations of child abuse and child-related misconduct.

The Scheme applies to the conduct of individuals over the age of 18 years who are employees, volunteers, religious ministers and leaders, contractors, and office holders. CLS are responsible for identifying and nominating a head of organisation. It imposes new obligations on heads of CLS and does not replace the need to report allegations of child abuse, including criminal conduct and family violence to Victoria Police.

Information on the Scheme, including what constitutes reportable conduct and the responsibilities of the head, can be found on the CCYP website: https://ccyp.vic.gov.au/reportable-conduct-scheme.

2. Accreditation

CLS must be accredited by the Department before they can apply for per capita funding. The accreditation process enables the Department to assess whether CLS are delivering quality programs and are aware of their obligations for child safety and wellbeing. Accreditation does not support a CLS to be registered as an education provider under the *Education and Training Reform Act 2006*.

To become accredited, CLS must demonstrate their capacity to deliver high-quality language programs that comply with the Department's requirements and expectations.

Applications for accreditation of new CLS are accepted once per year. Applications for accreditation of new campuses may be accepted as required.

2.1 Requirements

CLS will be assessed against a range of criteria to become accredited:

1) Be an incorporated organisation

2) Have operated successfully and independently for at least 12 months before applying

3) Be not-for-profit

4) Meet the Department's requirements for suitable premises

5) Have a current lease agreement for each campus

6) Have a minimum of ten eligible school-aged students enrolled each year across all campuses

7) Comply with Child Safe Standards

8) Have current Working with Children (WWC) checks as required by the *Worker Screening Act 2020* (Vic), or Victorian Institute of Teaching (VIT) registrations for all staff, volunteers, and committee members

9) Provide a minimum of 2.5 hours of face-to-face instruction (for each language taught) for approximately 40 weeks each year

10) Teach a languages program that is aligned with the Victorian Curriculum F-10

11) Have a school charter, including all policies as required by the Department

12) Have an emergency management plan for each campus which meets the Department's requirements

13) Have a qualified first aid officer at each campus

14) Have a professional learning outline in place for staff

15) Maintain accurate student enrolment records

16) Issue student progress reports at least twice each year

17) Maintain accurate student attendance records

18) Have a student supervision and collection process in place which meets the Department's standards.

Note: CLS that have not been previously accredited will need to undergo an initial eligibility check in the first instance to ensure that they satisfy criteria 1, 2, 3, 6 and 9.

For a list of all supporting documentation required to be assessed for accreditation, please refer to **Appendix A.**

2.2 Applying for accreditation

The Department will announce timelines for applications. Applications outside this period will not be accepted.

To apply for accreditation, or accreditation of a new campus, CLS must:

- complete the application form (which can be requested by emailing clsaccreditation@gmail.com)
- prepare **all** supporting documentation in the required format **(Appendix A)**
- have at least two members of the CLS (**including the Principal**) check the documentation to ensure it is complete and sign the application form
- submit the completed and signed application, together with all supporting documentation to clsaccreditation@gmail.com by the due date as specified by the Department.

CLS will receive confirmation that the application has been received.

For queries or assistance with preparing applications, please contact CLV on 9349 2683 or by email: info@communitylanguages.org.au.

2.3 Refusal or cancellation of accreditation

The Department may deny an application for accreditation, or cancel existing accreditation where:

(a) The CLS does not meet or maintain the accreditation requirements.
(b) The CLS does not provide a language program for two consecutive years. To regain accreditation, the school will need to apply as a new CLS.
(c) The CLS commits acts regarded by the public as unacceptable or that bring the reputation of the Department into disrepute.
(d) An officer, board member, employee, member, volunteer, subcontractor, representative or agent of the CLS:

- is not a fit and proper person, having regard to the special nature of working with children; or
- has a conviction or findings of guilt for a sexual offence; or
- is convicted of a crime punishable by a term of imprisonment; or
- denigrates, offends or instils hatred for particular group(s), language(s) and culture(s).

3. Funding

Accredited CLS can apply for two types of funding:

- funding for school-aged students; and
- funding for preschool-aged children (where the CLS has been approved by the Department to provide a preschool program).

3.1 School-aged students

Per capita funding is granted on behalf of each **eligible** school-aged student enrolled in, and regularly attending accredited campuses of a CLS.

The Department **will fund**:

- School-aged students (i.e., Foundation – Year 12, between 5-18 years)
- Students who are currently attending a mainstream school
- Students whose enrolment details can be matched with a Victorian Student Number (VSN)
- Students who are Australian or New Zealand citizens, permanent residents or hold temporary visas
- Students who are home-schooled and have a letter from the Victorian Registration and Qualifications Authority (VRQA) confirming their registration for home-schooling.

The Department will **not** fund:

- Students who cannot be matched to a VSN, including mature-aged students
- Students who are enrolled in the fee-paying international student program in any Victorian mainstream school
- Students who are enrolled at the Victorian School of Languages (VSL) to learn the **same** language
- Students who are enrolled at another CLS to learn the **same** language.**

****Where multiple CLS seek funding for the same student to learn the same language, the Department will fund the CLS with the least enrolments.*

CLS must apply for funding for school-aged students using the online SmartyGrants system by completing the application and uploading a spreadsheet with accurate student enrolment data. Instructions for completing the application and spreadsheet are provided in February each year.

Details in the student enrolment data spreadsheet **must** be the same as the student's mainstream school enrolment details to ensure that students can be matched to a VSN. It is the CLS's responsibility to collect, record and provide accurate information to the Department. CLS should confirm enrolment details with the parent or any other party who is enrolling the student. The student's mainstream school **should not** be contacted.

3.2 Preschool-aged students

Accredited CLS can be approved by the Department to apply for preschool funding if they have shown:
- capacity to deliver programs to preschool-aged students in line with the Victorian Early Years Learning and Development Framework (VEYLDF)
- a strong approach to risk identification and management of programs for preschool-aged children (including suitable premises)
- a commitment to professional development regarding teaching preschool-aged children
- they have policies in place which are appropriately targeted to preschool-aged children.

Per capita funding is granted on behalf of each eligible preschool-aged child enrolled in, and regularly attending the CLS.

The Department **will fund**:

- Preschool-aged children who will be **turning four years of age by 30 April of the year they are enrolled**
- Children who are Australian or New Zealand citizens, permanent residents or hold temporary visas
- Children whose enrolment details can be matched with data held by the Department.

CLS must apply for funding for preschool-aged children using the SmartyGrants online system, by completing the application and uploading a spreadsheet with accurate preschool-aged children enrolment data. The Department may review a CLS's funding application information with any information held in its databases to ensure only eligible children receive funding.

3.3 Payment of funding

The Department will provide per capita funding for each eligible student and preschool-aged child enrolled in, and regularly attending the CLS. The current per capita rate is $245, of which $240 per student is provided to the CLS and $5 is forwarded to Community Languages Victoria (CLV) to support CLS with a range of professional learning and administration matters.

Payments are made by the end of June each year, **on the condition that the CLS has submitted an approved annual report/financial acquittal for the preceding year to the Department** (see below).

CLS **must** have a separate, dedicated bank account established for Departmental funding. This account must:
- **only** receive funding from the Department - no other funds can be deposited
- have at least two signatories
- use the following naming convention:

    o   Name registered to the Australian Business Number (CLS name) - DET Funding e.g., *ABC Learning Inc. (ABC School) - DET Funding*.

If a CLS is registered for GST, the Department is obliged to pay a GST-inclusive amount. If the GST status changes, the CLS must notify the Department immediately.

3.4 Insurance

The Department provides a range of insurances for not-for-profit, funded eligible CLS under its Community Service Organisations (Education) (CSOE) insurance program through the Victorian Managed Insurance Authority (VMIA). Cover is limited to the activities of the community language school only, and not to the entire business operations of the funded entity where that entity conducts other activities (e.g., aged-care services, sporting clubs etc.). For CSOE policy documentation and relevant guides see: https://www.vmia.vic.gov.au/insurance/policies-and-cover/community-service-organisations-education-program

3.5 Use of program funding

Funding is provided to CLS to support the teaching of languages and can be used for:

- teacher salaries (including volunteer honorariums and allowances)
- offsetting student enrolment fees
- professional development activities for teachers

- language curriculum resources
- stationery, printing, and photocopying
- costs associated with accounting and bookkeeping
- costs associated with classroom facilities e.g., rent, heating, lighting and cleaning
- purchase of furniture for classroom use
- purchase of equipment to support the language teaching program e.g., audio-visual equipment, computers, computer hardware and software etc.

Funding **must not** be used for:

- political or religious programs that teach the study of religious texts
- festivals or celebrations
- parties, entertainment or events/functions
- food or catering
- prizes or awards
- capital works (including building maintenance or repairs), or the purchase of buildings
- purchase or maintenance of vehicles
- public liability insurance*
- land tax
- student and/or staff uniforms
- activities that support recently arrived students to the Victorian education system, or to living in the Victorian community.

The Department's insurance cover is limited to the activities of the language school only. If a community language school conducts other activities in addition to its language program (e.g., aged-care services, sporting club etc.), it must arrange its own insurance for these activities.

3.6 Common Funding Agreement

This Guide provides terms and conditions for all accredited CLS to receive funding from the Department.

Before accredited CLS can receive funding, they must also sign a Common Funding Agreement (CFA) with the Department. The CFA sets out the CLS's financial, reporting, and other obligations and should be read in conjunction with the *Victorian Common Funding Agreement Terms and Conditions* attached to the CFA.

Funding is provided on the condition that CLS maintain all documentation and policies as required for continued accreditation.

3.7 Decision to fund

The Department provides funding to accredited CLS at its discretion and funding decisions made by the Department are final. In accordance with the CFA terms and conditions, the Department may request and receive a return of funds for students found to be ineligible for funding, and/or students whose data cannot be verified by the Department.

The Department may deny or revoke funding where a CLS commits any act or does anything that results in the cancellation of its accreditation (outlined above).

3.8 Annual reports/Financial acquittals

CLS must submit an annual report/financial acquittal showing that the previous year's funding has been used for approved purposes. Annual reports and financial acquittals must be submitted through the online SmartyGrants platform.

Financial reporting requirements vary depending on the level of funding received, and additional reporting may be requested by the Department at any time. CLS that do not submit a satisfactory annual report/financial acquittal by the due date each year will not be eligible for funding the following year.

Where a CLS has not expended the full amount of funding in any given year, the Department may request a return of any unspent funds *or* reduce the amount of funding received the next year by that amount.

3.9 Audits and record keeping

To ensure the integrity of the Community Language Schools Funding Program, the Department conducts compliance and/or financial audits of several CLS each year. CLS selected for audit are notified of the audit process in advance and are expected to make all required documents readily available to the auditors when requested.

For accountability and audit purposes, CLS must keep student enrolment forms, student progress reports and attendance records, accreditation documentation and financial records on file for seven years (in accordance with Victorian laws) and provide them when requested. Where necessary, the Department may make copies of documentation for further review.

3.10 Information privacy and records

CLS are required to handle personal, sensitive and health information in line with Victorian privacy laws: the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. This includes publication of a link on each CLS's website, to the standard privacy policy provided by the Department at: www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx. If a CLS does not have a website, the policy should be provided to parents, students, or others on request.

CLS staff must collect, use, and secure personal, sensitive and health information consistently with this policy. Student personal and health information is to be secured so that only staff that need access to the information have access. Hard copy documents are to be locked away and only accessible to senior staff and any other staff that need to know the information in accordance with the Department's privacy policy. All digital versions of student personal and health information are to be stored in secure systems that have the appropriate permission settings for staff roles and what they need to access as part of those roles.

For further information on privacy and information sharing see: https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy.

3.11 Department privacy handling

The Department's handling of personal information is governed by the *Privacy and Data Protection Act 2014 (Vic*). All Department staff have a legal duty to protect the privacy of personal information it receives. The Department does not make available personal information provided by CLS to other organisations or individuals without the individual's consent or where authorised or required by law. Personal and health information is stored and disposed of in accordance with the Department's Record Management Policy and is handled in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*.

Since 2018, the Department has used the online SmartyGrants grants management system to collect CLS funding applications and annual funding reports. The SmartyGrants privacy policy can be found at: www.ourcommunity.com.au/privacy.

The Department publishes a list of accredited CLS on its website at: www.education.vic.gov.au/school/teachers/teachingresources/discipline/languages/Pages/clsschools.aspx.

4. Further Information and Contacts

Accreditation/reaccreditation enquiries
Email: clsaccreditation@gmail.com
Web: www.cls.vic.edu.au
Annual reports/financial acquittals enquiries
Email: community.languages@education.vic.gov.au
Child Safe Standards
Community Languages Victoria (CLV): www.communitylanguages.org.au/Child-Safe.php
Commission for Children and Young People (CCYP): https://ccyp.vic.gov.au/child-safe-standards/
Department of Education: Child Protection and Child Safe Standards (PROTECT)	Schools Vic
Community Languages Victoria (CLV)
Web: www.communitylanguages.org.au
General enquiries
Department of Education: community.languages@education.vic.gov.au
Community Languages Victoria: info@communitylanguages.org.au
New campus accreditation
Email: clsaccreditation@gmail.com
Professional learning support
Email: info@communitylanguages.org.au
Web: www.communitylanguages.org.au
Reportable Conduct
Commission for Children and Young People: www.ccyp.vic.gov.au/reportable-conduct-scheme
Working with Children Checks
www.workingwithchildren.vic.gov.au
Victorian Curriculum F-10, Languages
www.victoriancurriculum.vcaa.vic.edu.au/languages/introduction/about-the-languages
Victorian Early Years Learning and Development Framework (VEYLDF)
Victorian Early Years Learning and Development Framework (VEYLDF)	Victorian Government (www.vic.gov.au)

Appendix A: Supporting Documentation

In addition to the accreditation application form, CLS **must** provide a range of evidentiary documentation **in English**, as outlined below. CLS must ensure that they regularly update and maintain these documents throughout the accreditation period.

Note: Some documents must be submitted in Word format only while other documents must be submitted as PDFs. Further instructions are available at the time of application.

Criteria	Requirement	Evidence	Template	Links to further information
1) **Incorporation**	Be incorporated in line with the Victorian government requirement for funded non-government organisations that deliver services to children.	One of the following: • Certificate of Incorporation under the *Corporations Act 2001 (Cth)* or the results of an ASIC search (no older than seven days) confirming their incorporation; **or** • Certificate of Incorporation under the *Associations Incorporation Reform Act 2012 (Vic)* or a Consumer Affairs Victoria search (no older than seven days); **or** • Certificate of Incorporation under the *Co-operatives National Law Application Act 2013 (Cth)* or a Consumer Affairs Victoria search (no older than seven days); **or** • Certificate of Incorporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth);* **or** • Royal Charter where the corporation is established by Royal Charter or Statute. **Note:** Other types of incorporation arrangements may be approved on a case-by-case basis.		Consumer Affairs Victoria: https://www.consumer.vic.gov.au Australian Securities and Investments Commission (ASIC): https://asic.gov.au
2) **Operational period**	Have operated successfully and independently for at least 12 months before applying.	Indicate on the application form whether the CLS meets this requirement.		
3) **Not-for-profit status**	Be not-for-profit. The Australian Tax Office provides information on how to define a 'not-for-profit' organisation or company and the forms of evidence that demonstrate an organisation's not-for-profit status. Usually, this is evidenced through a 'non-profit', 'dissolution' or 'winding up' clause in the organisation's or company's rules/constitution.	A copy of the CLS's rules or constitution, as lodged with CAV or ASIC.		Australian Tax Office: https://www.ato.gov.au/Non-profit/Getting-started/What-type-of-NFP-is-your-organisation-/
4) **Suitable premises**	Each campus meets the requirements for 'suitable premises', including: • premises, furniture, and equipment are safe, clean and in good condition with adequate lighting • premises, furniture, and equipment are age-appropriate • students have access to a recreational space	Indicate on the application form whether the CLS meets this requirement.		

Criteria	Requirement	Evidence	Template	Links to further information
	• students have access to appropriate, adequate, and convenient toilet facilities • premise includes safe drop off and pick-up access • where the facilities are shared with other occupants, classes are conducted in separate, dedicated spaces. Examples of 'suitable premises' include: • Mainstream government or non-government schools • Community centres or council halls • Sports and recreational centres • Religious centres. The following types of premises are generally not considered appropriate: • Private homes • Offices, rooms, or shops located in industrial parks or shopping centres • Co-shared spaces where the classes cannot be kept separate from other occupants. **Note**: CLV may conduct site visits to determine suitability.			

5) **Current lease agreement**	Current, formal agreements in place for each campus.	a) A CLS that operates out of a mainstream government or non-government school site must provide a school council licence agreement.
		
		b) A CLS that owns its own premises or operates out of other premises (e.g., church hall, mosque, community centre etc.) must provide one of the following documents:
		  • copy of occupancy permit
		  • lease agreement or booking form for the duration of the school year, where possible
		  • letter confirming the CLS's ownership of premises.
		
		These documents must include details of the rental agreement including:
		
		  • rental fees
		  • rental period
		  • hours of use
		  • agreed terms of use
		  • names (and signatures, where possible) of the licensor and licensee. **Note:** The name of the licensee (i.e., the CLS) must match the name of the CLS as registered with CAV or ASIC.
			School council licence agreement template: www.education.vic.gov.au/school/teachers/teachingresources/discipline/languages/Pages/clsschools.aspx
			
			(Required for new agreements)	

Criteria	Requirement	Evidence	Template	Links to further information
6) **Minimum enrolment**	A minimum of ten eligible school-aged students enrolled each year across all campuses.	Indicate on the application form the number of students enrolled at each campus.		
7) **Child Safe Standards**	Compliance with Child Safe Standards, including having: • a Child Safe Policy • a Code of Conduct (signed by all staff) • a Child Safe Officer at each campus. In addition, all CLS staff, volunteers and committee members must undertake regular mandatory Child Safe training with CLV. To book Child Safe Training contact CLV. **Note:** Compliance with the Child Safe Standards (including whether nominated Child Safe Officers have participated in the required training) will be checked with CLV.	Indicate on the application form the name of the Child Safe Officer at each campus.		Commission for Children and Young People (CCYP): https://ccyp.vic.gov.au/child-safe-standards/new-child-safe-standards-start-in-victoria-on-1-july-2022-to-better-protect-children/
8) **Working with Children Checks**	All staff, volunteers and committee members have a current WWC Check (issued in Victoria) **OR** Victorian Institute of Teaching (VIT) registration irrespective of whether they have regular contact with students. Copies of all WWC Checks or VIT registration must be kept on file at the CLS. WWC Checks which have been issued in other states are not valid in Victoria. National police checks or other kinds of criminal checks are not acceptable.	Details of WWC Checks or VIT registrations for all staff, volunteers and committee members using the required template.	WWC Check/VIT template: www.cls.vic.edu.au	Working with Children Checks: www.workingwithchildren.vic.gov.au
9) **Hours of instruction**	A minimum of 2.5 hours of face-to-face instruction (for each language taught) for approximately 40 weeks each year.	Indicate on the application form whether the CLS meets this requirement. State the specific day/time during which the CLS operates each week.		

10) **Curriculum**	A curriculum in place for all year levels that:
	
	• is aligned to the Victorian Curriculum F-10, Languages
	• includes activities that address speaking, listening, reading, and writing
	• includes activities that reflect the intercultural dimension of a languages program.
		a) CLS seeking **accreditation for the first time** must submit:
		  • a single, well-developed **unit of work** for one level/combination of levels; or
		  • a broad scope and sequence overview of the year's curriculum for each level/combination of levels for the entire year.
		
		b) CLS **applying for reaccreditation** must submit:
		  • a single, well-developed **unit of work** for one level/combination of levels.
		
		If the CLS offers more than one language, then it must provide a **separate document** for **each** language as part of its accreditation documentation.
		
		A CLS that submits a scope and sequence document must submit a unit of work in the next accreditation round. To assist with this, professional learning support on curriculum planning and writing is provided by CLV.
			Unit of Work template: www.cls.vic.edu.au
			
			Scope and Sequence documents: www.cls.vic.edu.au
				Victorian Curriculum F-10, Languages: http://victoriancurriculum.vcaa.vic.edu.au/languages/introduction/about-the-languages

Criteria	Requirement	Evidence	Template	Links to further information

		Languages for which there is no specific curriculum currently available may adopt the VCAA scope and sequence documents for either of the following language categories:
		
		    ○ Non-Roman Alphabet Languages (e.g., Burmese, Russian, Serbian)
		    ○ Roman Alphabet Languages (e.g., Croatian, Somali, Swedish).		

11) School charter	A school charter that outlines the CLS's operational and administrative procedures. The charter must make clear to the reader how the CLS is structured and how it operates.	A school charter that includes: a. Enrolment and withdrawal policy and procedures b. Behaviour management policy c. Grievance procedure/policy (including Guidelines for Parent/Guardian complaints) d. Bullying prevention (including cyber bullying) policy e. Cyber safety policy f. Special needs policy g. Hot weather policy h. SunSmart policy i. Equal opportunity policy j. Information privacy and records policy (in accordance with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*) k. Photographing and filming students policy l. Visitor and parental volunteer policy m. Student attendance policy n. Student collection policy o. Child Safe Standards and Working with Children Check policies (in accordance with items 7 and 8). p. First aid and medical emergencies policy (including infectious diseases if delivering preschool programs). Approved policy wording is included in a charter template which all CLS must use. CLS may tailor certain sections of the charter to suit their school context.	Charter template: www.cls.vic.edu.au	
12) Emergency management plan	An emergency management plan (EMP) for each campus detailing how the CLS will prepare for and respond to emergency situations.	An EMP using the required template. The EMP must include: • emergency services contact numbers • names and mobile phone numbers for team members from the school with specific responsibilities in emergency situations • a detailed description of steps to be taken in a wide range of emergency situations in order to ensure the safety of students and staff • an up-to-date **area map** which gives an aerial view of the campus and labels neighbouring streets, external evacuation routes from relevant school buildings, and an evacuation assembly area • an up-to-date **evacuation plan** showing the internal evacuation routes from all classrooms used by the	EMP template: www.cls.vic.edu.au	

Criteria	Requirement	Evidence	Template	Links to further information
		school, as well as the location of fire extinguishers (where applicable), exits and the evacuation assembly area.		

13) **First aid qualifications**	At least one staff member present at each CLS campus must hold a **current** First Aid certificate which meet minimum Department requirements from an accredited Australian provider.
	
	There must be one qualified member of staff present at each campus of the CLS - qualified staff members **cannot** be shared between campuses unless it is clear that campuses do not operate concurrently.
	
	Note: CPR training (HLTAID001/HLTAID009) must be refreshed every year.
	
	Non-accredited courses are not acceptable.
	
	To register for an approved first aid course contact CLV.
		• Copies of current First Aid certificates for one staff member at each campus for either of the following approved courses:
		    o HLTAID003/HLTAID011 Provide First Aid: or
		    o HLTAID004/HLTAID012 Provide First Aid in an Education and Care Setting
		• A separate list of certificate holders using the required template.
			First aid certificate template: www.cls.vic.edu.au	

14) **Staff professional learning outline**	All teaching staff must undertake a minimum of 20 hours of professional learning each year. The Department strongly encourages CLS to participate in the professional development sessions provided by CLV. CLS staff who do not have a recognised qualification in languages teaching are also strongly encouraged to undertake CLV's accredited Certificate IV in Community Languages Teaching course or Languages Methodology course. To register for professional learning contact CLV.	An outline of professional learning activities available for all teaching staff for the year in which the CLS applies for accreditation, totalling a minimum of 20 hours, using the required template.	Professional learning outline template: www.cls.vic.edu.au	Information about professional learning activities is available on the CLV website at: https://communitylanguages.org.au/index.php
15) **Student enrolment form**	Student enrolment forms for each student enrolled at the CLS to be kept on file.	A blank copy of the CLS's official student enrolment form which includes: • Student Australian residency status (including whether student is an international student) • Privacy Collection Notice (using approved wording) • Parent/Guardian Privacy Consent and Declaration (using approved wording) • Photography consent (using approved wording) The approved wording is contained in the template.	Enrolment form template: www.cls.vic.edu.au	
16) **Student progress reports**	Written student progress reports *at least* twice each year and copies of reports on kept on file.	A copy of a progress report for one student. This report should use the suggested template or should otherwise demonstrate a similar level of detail to that found in the template. Reports should include: • achievement against the Victorian Curriculum F-10 Languages achievement standards • achievement and progress related to individual learning goals and targets • areas for improvement/future learning • what the CLS will do to support the student's learning	Progress report template: www.cls.vic.edu.au **Note:** CLS are not required to use this template, but it is available as guide.	

Criteria	Requirement	Evidence	Template	Links to further information
		• what parents /guardians can do to support the student's progress • attendance • work habits assessment.		
17) Student attendance records	Accurate, dated records of student attendance to be kept each week that are dated and include student names, teacher name and year level.	A copy of one class student attendance roll from the term preceding the application.	Student attendance template: www.cls.vic.edu.au **Note:** CLS are not required to use this template, but it is available as a guide.	
18) Supervision and collection schedule	A student supervision roster during recess, before and after classes, and while students are being collected to ensure that no students are left behind.	A copy of a student supervision schedule/roster for each campus for the term immediately preceding the application, demonstrating supervision before and after class as well as during recess.	Supervision schedule template: www.cls.vic.edu.au **Note:** CLS are not required to use this template, but it is available as guide.	