

COMMUNITY LANGUAGE SCHOOLS

Accreditation and Funding Guide

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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 Victorian 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 years¹ 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 children attending four-year-kinder.

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**). The 11 Standards set out minimum requirements all organisations involving children must implement to keep children safe. These requirements include having in place policies, procedures and practices to help ensure the safety of children is promoted, child abuse is prevented, and allegations of child abuse are appropriately addressed.

For the purpose of regulating compliance with the Standards, the Commission for Children and Young People (**CCYP**) is the regulator of community language schools (**CLS**), except in circumstances where a CLS is registered with the Victorian Registration and Qualifications Authority (**VRQA**) as the provider of certain senior secondary and foundation secondary courses, such as the delivery of VCE language programs, in which case the VRQA is the regulator of the CLS in relation to the provision of those services.

Community Languages Victoria (**CLV**) receives funding from the department to support CLS to comply with the Standards and to report, manage and document any incidents.

Further information and support is available from:

- CLV: <https://www.communitylanguages.org.au/>
- Child Safe Standards: <https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/>

1.2 Reportable Conduct Scheme

In addition to the Child Safe Standards, all CLS must comply with the Victorian Reportable Conduct Scheme (**the Scheme**). The scheme seeks to improve organisations' responses to allegations of child abuse and neglect by their workers and volunteers.

Under the Scheme, CLS are responsible for identifying and nominating a head of organisation who must notify the CCYP about allegations of certain types of conduct involving a child by their workers and volunteers.

There are five types of reportable conduct:

1. sexual offences committed against, with or in the presence of a child
2. sexual misconduct committed against, with or in the presence of a child

¹ The department may cancel a CLS's accreditation (and/or funding) at any point during the three-year accreditation period where a CLS does not maintain or has breached the accreditation requirements. See Section 2.3.

3. physical violence against, with or in the presence of a child
4. behaviour that causes significant emotional or psychological harm to a child
5. significant neglect of a child.

The Scheme does not replace the need to report allegations of child abuse, including criminal conduct and family violence, to Victoria Police.

Further 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 language 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 (ETRA) 2006*.

To become accredited, CLS must demonstrate their capacity to deliver 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 accredited². CLS must:

1. be an incorporated organisation in Victoria and operating in Victoria, and have been incorporated for at least 12 months before applying
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 which is valid for the full year
6. have a minimum of ten school-aged students enrolled each year across all campuses
7. comply with the Child Safe Standards
8. have current Working with Children (WWC) checks or Victorian Institute of Teaching (VIT) registrations for all staff, volunteers, and committee members
9. provide each student with a minimum of 2.5 hours of face-to-face instruction per week (for each language taught) for approximately 40 weeks each year
10. teach a languages program that is aligned with the Victorian Curriculum F-10, Languages^{3,4}
11. have a school charter, including all policies as required by the department

² CLS that have not been previously accredited will need to undergo an initial eligibility check in to ensure they meet the requirements to apply for accreditation.

³ Accreditation from the department does not include permission to deliver VCE. CLS that teach or wish to teach VCE must seek approval through an additional process – see below section on VCE Provision in CLS.

⁴ CLS that teach or wish to teach preschool language programs must also seek specific approval directly from the department additional to the accreditation process described in this guide.

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 during program delivery
14. maintain accurate student enrolment records
15. issue student progress reports at least twice each year
16. maintain accurate student attendance records.

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

VCE Provision in CLS

CLS that deliver Victorian Certificate of Education (VCE) language programs must be registered as a Single Study Language Provider (SSLP) with the Victorian Registration and Qualifications Authority (VRQA) under CLV's umbrella registration. These CLS must ensure that they meet the minimum standards for registration to provide an accredited senior secondary course under the *Education and Training Reform Act (ETRA) 2006* and the *VRQA Guidelines for Non-school Senior Secondary Education Providers*, including that all VCE teachers are VIT registered or have Permission to Teach. This applies to all registered campuses delivering the VCE.
For further information on VCE delivery see: [CLV - Community Languages of Victoria](#).

2.2 Applying for accreditation

To apply for accreditation, a CLS must:

- email cls-accreditation@unimelb.edu.au to indicate intention to apply
- provide all requested information to ascertain eligibility to apply for accreditation
- if found eligible, complete the application form
- 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 cls-accreditation@unimelb.edu.au by the due date as specified by the department.

CLS will be notified when 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 New or additional campuses

Accreditation is valid only for the campuses specified in the accreditation application.

If a CLS wishes to add a campus, or move to a new campus the CLS must formally apply for accreditation of the **new or additional campus** by completing the relevant application form which can be requested by emailing: cls-accreditation@unimelb.edu.au.

2.4 Refusal or cancellation of accreditation

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

- the CLS does not meet or maintain the accreditation requirements

- 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
- the CLS commits acts regarded by the public as unacceptable
- the CLS behaves in a way that the department believes that its continued association with the CLS may be detrimental to the reputation of the department
- 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); and thereby renders the CLS in breach of the funding agreement with the department.

3. Funding

Accredited CLS⁵ can apply for two types of funding:

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

Funding applications are submitted through the online SmartyGrants platform. Instructions for completing the application are provided in February each year.

CLS funding applications include a student enrolment data spreadsheet. Details in the student enrolment data spreadsheet **must** match the student's mainstream school enrolment details to ensure that students can be matched to VSR records. **It is the legal responsibility of the CLS under the common funding agreement (CFA) with the department, to collect, record and provide accurate information to the department.** CLS should verify the accuracy of enrolment details with the parent or carer, or any other party who is enrolling the student.

3.1 Funding for school-aged students

Per capita funding is granted on behalf of each **eligible** school-aged student. To be considered eligible, a student must be:

- enrolled in, and regularly attending an accredited campus of a CLS
- able to be matched to Victorian Student Register (VSR) records
- school-aged (Foundation – Year 12)
- currently attending a mainstream school, or a registered home-school student
- Australian or New Zealand citizens, permanent residents or holders of a temporary visa.

The department will **not** fund students:

- whose details cannot be matched to VSR records
- who are enrolled in the fee-paying international student program in a Victorian mainstream school
- who are enrolled at the Victorian School of Languages (VSL) to learn the **same** language

⁵ Funding is only available to Victorian CLS.

- who are enrolled at another CLS to learn the **same** language⁶.

It is the responsibility of each CLS to maintain accurate enrolment records at all times to avoid duplication. This includes withdrawing students no longer enrolled or attending classes.

The provision of inaccurate student enrolment data to the department constitutes a breach of a CLS' CFA and may result in the repayment of some or all of a CLS funding back to the department.

Misuse of funds will result in a cancellation of accreditation and termination of the CFA.

3.2 Funding for preschool children

Accredited CLS can be approved by the department to apply for preschool funding by contacting community.languages@education.vic.gov.au. CLS must submit an Expression of Interest demonstrating that they have:

- capacity to deliver programs to preschool 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 children (including suitable premises)
- a commitment to professional development regarding teaching preschool children
- policies in place which are appropriately targeted to preschool children.

Per capita funding is granted on behalf of each eligible preschool child enrolled in, and regularly attending the CLS. To be considered eligible, a child must be:

- **turning four years of age by 30 April of the year they are enrolled** (in line with four-year-old kindergarten requirements)
- Australian or New Zealand citizens, permanent residents or holders of a temporary visa
- able to be matched with four-year-old kindergarten data held by the department.

Note: CLS approved to apply for preschool funding that wish to apply for accreditation of a **new preschool campus**, must seek approval; contact community.languages@education.vic.gov.au.

3.3 Payment of funding

The department will provide per capita funding for each eligible student and preschool child enrolled in, and regularly attending the CLS. CLS will be advised of the annual per capita grant rate prior to the commencement of each funding round.

Payments are made by the end of June each year, **on the condition that the CLS has submitted their annual report/financial acquittal for the preceding year to the department** (see section 3.8).

CLS **must** have a separate, dedicated bank account established for department funding. This account must:

- **only** receive funding from the department - no other funds can be deposited
- have at least two signatories.

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 funded CLS under its Community Service Organisations (Education) (CSOE) insurance program through the Victorian Managed Insurance

⁶ Where multiple CLS seek funding for the same student to learn the same language, the department will fund the CLS with the least enrolments.

Authority (VMIA). Cover is limited to the activities of the community language school **only**⁷, 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>

3.5 Use of program funding

Funding is provided to CLS to support the teaching of languages and should 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
- purchasing furniture for classroom use
- purchasing equipment to support the language teaching program e.g., audio-visual equipment, computers, computer hardware and software etc.

Funding **must not** be used for:

- religious or political instruction or activities (including religious or political educational resources or partisan political messaging)
- advertising
- festivals or celebrations
- camps
- consulting services
- parties, entertainment or events/functions
- food or catering
- prizes, gifts or awards
- capital works (including building maintenance or repairs)
- purchasing buildings and land
- purchasing and/or maintaining vehicles
- public liability insurance⁷
- land tax
- student and/or staff uniforms
- travel for staff or students
- activities that support recently arrived students to the Victorian education system, or to living in the Victorian community.

3.6 Common Funding Agreement

Before accredited CLS can receive funding, the department will prepare and send a Victorian Common Funding Agreement (VCFA). The VCFA sets out the CLS's financial, reporting, and other obligations and should be read in conjunction with this Guide and the *Victorian Common Funding Agreement Terms and Conditions* attached to the VCFA. The CLS will then sign the VCFA with the department.

⁷ If a community language school conducts other activities in addition to its language program – for example, aged-care services or sporting club, it must arrange its own insurance for these activities.

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 in section 2.3).

Funding is provided on the condition that CLS maintain all documentation and policies as required for continued accreditation. The department reserves the right to check that all documentation and policies are up to date at any time during the accreditation period.

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/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 receiving **more than \$500,000** must upload a financial acquittal completed by an independent auditor/accountant. CLS receiving **less than \$500,000** must complete an expenditure table in SmartyGrants.

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 audits of a select number of 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. The audit process includes a site visit by the audit team.

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: <https://www.vic.gov.au/department-of-education-privacy-policy>. 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)*.

As part of the accreditation process, CLS are required to provide data including the Working with Children Check details of staff, volunteers and committee members, and the names of students in one class and in one student report. This data is collected and handled in accordance with the *Privacy and Data Protection Act 2014 (Vic)* by the department's authorised accreditation delegate as part of the accreditation process.

The department uses 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 at: <https://www.vic.gov.au/community-language-schools>.

4. Further Information and Contacts

Department of Education Enquiries regarding funding, annual reports, financial acquittals and CLS concerns Web: https://www.vic.gov.au/community-language-schools Email: community.languages@education.vic.gov.au
Community Languages Victoria (CLV) CLV provides advice and professional learning programs for community language schools. Web: www.communitylanguages.org.au Email: info@communitylanguages.org.au Child Safety Office: belinda.grooby@communitylanguages.org.au
Accreditation/reaccreditation and new campus accreditation enquiries Web: www.cls.vic.edu.au Email: cls-accreditation@unimelb.edu.au
Child Safe Standards Community Languages Victoria (CLV): http://www.communitylanguages.org.au/Child-Safe.php Commission for Children and Young People (CCYP): https://ccyp.vic.gov.au/child-safe-standards/ Social Services Regulator: https://www.vic.gov.au/social-services-regulator
Reportable Conduct Scheme Commission for Children and Young People: www.ccyp.vic.gov.au/reportable-conduct-scheme
Working with Children Checks Web: www.workingwithchildren.vic.gov.au
Victorian Curriculum F-10, Languages Web: https://f10.vcaa.vic.edu.au
Victorian Early Years Learning and Development Framework (VEYLDF) Web: https://www.vic.gov.au/victorian-early-years-learning-development-framework-veyldf

Appendix A: Accreditation Requirements and 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.

Criteria	Requirement	Evidence	Template	Links to further information
1) Incorporation	CLS must be incorporated in line with the Victorian government requirement for funded non-government organisations that deliver services to children, with incorporation normally having taken place at least 12 months before applying	One of the following: • Certificate of Incorporation under the <i>Corporations Act 2001 (Cth)</i> or the results of an ASIC search (no older than seven days) confirming their incorporation; or • Certificate of Incorporation under the <i>Associations Incorporation Reform Act 2012 (Vic)</i> or a Consumer Affairs Victoria search (no older than seven days); or • Certificate of Incorporation under the <i>Co-operatives National Law Application Act 2013 (Cth)</i> or a Consumer Affairs Victoria search (no older than seven days); or • Certificate of Incorporation under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i>; 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.	N/A	Consumer Affairs Victoria: https://www.consumer.vic.gov.au Australian Securities and Investments Commission (ASIC): https://asic.gov.au
2) Operational period	CLS must have operated successfully and independently for at least 12 months before applying.	Indicate on the application form whether the CLS meets this requirement.	N/A	
3) Not-for-profit status	CLS must 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 (for incorporated associations) or constitution (for companies), as lodged with CAV or ASIC.	N/A	Australian Tax Office: https://www.ato.gov.au/Non-profit/Getting-started/What-type-of-NFP-is-your-organisation/
4) Suitable premises	Each CLS campus must meet 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 ◦ CLS that are approved for preschool delivery must have suitable premises for four-year-old children, including bathroom facilities and outdoor play space. • students have access to a recreational space • students have access to appropriate, adequate, and convenient toilet facilities • the space is appropriate for the number of students • premises 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.	Indicate on the application form whether the CLS meets this requirement.	N/A	

Criteria	Requirement	Evidence	Template	Links to further information
	The following types of premises are 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: The department may conduct site visits at any point prior to or during accreditation to determine suitability of premises for the enrolled number of students.			
5) Current lease agreement	CLS must have current, formal agreements in place for each campus for the duration of the school year	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 - name of rented room/space - capacity of space, where possible - number of participants using the space, where possible - agreed terms of use - names (and signatures, where possible) of the licensor and licensee. Note: The name of the licensee (CLS name) 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	
6) Minimum enrolment	CLS must have 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.	N/A	
7) Child Safe Standards	CLS must demonstrate compliance with the Child Safe Standards, through participation in training and provision of a range of documents. 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 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. Copies of the following documents: - a copy of the school's Child Safe Policy (signed by Principal) - a copy of the school's Code of Conduct template - a copy of the school's Code of Conduct declaration signed by the principal - a copy of one CLS committee meeting agenda and accompanying minutes that demonstrates ongoing meaningful commitment to the Child Safe Standards. This document must be in English or accompanied by full English translation.	Child Safe Policy template: https://www.communitylanguages.org.au/Child-Safe.php Code of Conduct template: https://www.communitylanguages.org.au/Child-Safe.php Code of Conduct declaration template: https://www.cls.vic.edu.au/evidence/childsafes/	Commission for Children and Young People (CCYP): https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/
8) Working with Children (WWC) Checks	All CLS staff, volunteers and committee members must 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.	List of WWC Checks or VIT registrations for all staff, volunteers, and committee members, using the required template.	WWC Check/VIT template: https://www.cls.vic.edu.au/evidence/workingwithchildren/	Working with Children Checks: www.workingwithchildren.vic.gov.au

Criteria	Requirement	Evidence	Template	Links to further information
	National police checks or other kinds of criminal checks are not acceptable.			
9) Hours of instruction	CLS must provide each student with a minimum of 2.5 hours of face-to-face instruction (for each language taught) for approximately 40 weeks each year. Note: The department will not fund students participating in online classes offered by the CLS.	Indicate on the application form whether the CLS meets this requirement. State the specific day/time during which the CLS operates each week.	N/A	
10) Curriculum	CLS must have a curriculum in place for all year levels that: - is aligned to the Victorian Curriculum F-10, Languages Version 2.0 - includes activities that address speaking, listening, reading, and writing (noting that the macro skill of viewing has been added in Version 2.0) - includes activities that reflect the intercultural dimension of a languages program. Note: The department may conduct site visits at any point prior to or during accreditation to determine whether the CLS is providing a program aligned with Victorian Curriculum F-10 Languages	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. 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. 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 – for example, Burmese, Russian, Serbian - Roman Alphabet Languages – for example, Croatian, Somali, Swedish.	Unit of Work template: https://www.cls.vic.edu.au/evidence/curriculum/ Scope and Sequence documents: https://www.cls.vic.edu.au/evidence/curriculum/	Victorian Curriculum F-10, Languages Version 2.0: https://f10.vcaa.vic.edu.au/
11) School charter	CLS must have a school charter that outlines the CLS's operational and administrative procedures and policies. The charter must make clear to the reader how the CLS is structured and how it operates.	A school charter using the required template that includes: - Child Safety Policy (as per Item 7) - Enrolment and Withdrawal Policy and Procedures - Behaviour Management Policy - Complaints Procedure - Anti-Bullying Policy - Cyber Safety Policy - Students with a Disability Policy - Hot weather Policy - SunSmart Policy - Equal Opportunity Policy - Privacy Policy (in accordance with the Privacy and Data Protection Act 2014 and the Health Records Act 2001) - Security of Information Policy - Photographing and Filming Students' Policy - Visitor and Parental Volunteer Policy - Student Attendance Policy - Student Collection Policy - Yard Supervision policy - First Aid and Medical Emergencies Policy - Risk Management Policy	Charter template: https://www.cls.vic.edu.au/evidence/charter/	
12) Emergency management plan	CLS must have 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	EMP template: https://www.cls.vic.edu.au/evidence/emergency/	

Criteria	Requirement	Evidence	Template	Links to further information
		- 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 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, emergency services access points, 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 school, as well as the location of fire extinguishers (where applicable), building exits and the evacuation assembly area.		
13) First aid qualifications	CLS must have at least one staff member present at each CLS campus who holds a current First Aid certificate which meets 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. CPR training (HLTAID009) must be refreshed annually.	Copies of current First Aid certificates for one staff member at each campus for either of the following approved courses: - HLTAID011 Provide First Aid: or - HLTAID012 Provide First Aid in an Education and Care Setting A separate list of certificate holders using the required template.	First aid certificate template: https://www.cls.vic.edu.au/evidence/firstaid/	
14) Student enrolment form	CLS must have student enrolment forms for each student enrolled at the CLS to be kept on file. Preschool child enrolment forms for each child enrolled at the CLS to be kept on file.	A blank copy of the CLS's official student enrolment form. The enrolment form must be in English and must include: - Student's Australian residency status (including whether student is an international student); for school-aged students only - Privacy Collection Notice* - Parent/Guardian Privacy Consent and Declaration* - Photography consent*.	Enrolment form template: https://www.cls.vic.edu.au/evidence/enrolment/ * Note: used approved wording in template.	
15) Student progress reports	CLS must write student progress reports <i>at least</i> twice each year and keep copies of reports 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 must be in English and should include: - student name - teacher name - year level - date of report - achievement against the Victorian Curriculum F-10: Languages achievement standards - teacher comments on student achievement and progress - areas of strength and areas for improvement - ways to help the student continue to learn and develop - ways for parents/guardians to assist their child's learning	Progress report template: https://www.cls.vic.edu.au/evidence/progress/ Note: CLS are not required to use this template, but it is available as guide.	
16) Student attendance records	CLS must have accurate, dated records of student attendance to be kept each week that are dated and include student names, teacher name and year level. Student records must be stored securely on site and not in private homes.	A copy of one class student attendance roll from the term preceding the application. Attendance rolls must be in English and must include: - student names - teacher name - year level - dates of classes	Student attendance template: https://www.cls.vic.edu.au/evidence/attendance/ Note: CLS are not required to use this template, but it is available as a guide.	