

# Community Language Schools Program Accreditation Guidelines

# Overview

A Community Language School (CLS) is a not-for-profit, after-hours language and culture school, open to all students irrespective of their linguistic background.

The Government

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# Definitions

External Relations- a directorate that is part of the Department for Education, who manages the Community Language Schools program.

Regular Attendance- students must attend the majority of sessions that the CLS operates each term. Students may be absent for classes if an appropriate reason has been provided in ~~(writing)~~ to the CLS Administrator or CLS Principal.

Department for Education- State Government body that provides a range of integrated education, training, health, and child de.7 (i)-14.2 (n)7 ( )JT5b.m3ris (i)-14.2 (n)w 144 746.64 Tm (-3.3 (y)-7.5 ( b)(a)-8.3 (t 2



CLS must ensure that personnel attend relevant or requisite child safe training every 3 years. New personnel must complete this training before they begin work in a community language school. All existing personnel must already be trained.

## Insurance

Each school must have in place current public liability insurance for not less than \$20 million any one claim.

It is the responsibility of all CLS to provide a safe school environment for all students, instructors, teachers and volunteers.

To support the delivery of a safe environment for all students within the community language schools sector and to assist all schools with their responsibility to provide a duty of care to students, a set of School Policies have been developed by CLS and are freely available to each CLS.

It is mandatory for all member schools to comply with 14.014.0s to B (b) 24 (c) 13.711..op member sey) 214.09 1 12 9 (s) 103

# Accreditation

There are two types of accreditation:

- ^ Emergency management plan
- ^ First aid certificates
- ^ Working with children checks or Teachers Registration Board registration (for all instructors, teachers and volunteers, or all students 18+, or committee members)
- ^ Accurately maintain student attendance only via the CLSSA Student Data Capture System
- ^ Teacher/instructor code of conduct
- ^ Student code of conduct
- ^ Management committee guidelines

All documents must:

- be in English, or bilingual with English translation
- be relevant to the application.

To reduce the administrative burden on schools, the External Relations directorate will source the documents required for accreditation from those the school has already supplied to the CLSSA.

As part of maintaining accreditation, a declaration form will be required to be completed by the CLS annually and submitted to CLSSA by 28 February each year. The declaration form is to declare the CLS is maintaining all the standards of the accreditation to be a part of the Community Language Schools program.

## Assessment Process

### Step 1.

The application for accreditation will be assessed by CLSSA and the External Relations directorate

### Step 2

CLSSA and External Relations directorate will arrange a site visit to observe the operations of the school.

### Step 3

After the site visit is performed an assessment will be made and a recommendation made to the Director, External Relations to accredit. A letter will be sent from the Department to the head of the board or principal/school authority to advise of the outcome.

Once a CLS has received this letter it will be eligible to receive state government funding which will be provided on a biannual basis.



# Refusal or Suspension of Accreditation

This section describes the circumstances in which accreditation or accreditation may be refused or suspended.

## Behaviour

The department can decide not to credit an organisation or to suspend an organisation's existing accreditation. It can do this if the organisation, its officer, board member, employee, member, volunteer,



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Revised section: wording under section titled 'Premises' was updated for CLS seeking to operate their CLS from their own site.

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