



Department of Education and Early Childhood Development

Office for Government School Education

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COMMUNITY LANGUAGES SCHOOLS ACCREDITATION/REACCREDITATION GUIDELINES – 2012

These guidelines are provided to assist Community Languages Schools wishing to seek accreditation/reaccreditation from the Department of Education and Early Childhood Development (DEECD) for Community Languages Schools funding for 2012.

Community Languages Schools seeking accreditation/reaccreditation must provide the following documentation and information:

1. Certificate of Incorporation indicating that the community group or school is registered as a not for-profit organisation under any of the following Acts:
 - 1.1. Associations Incorporation Act 1981
 - 1.2. Corporations Act 2001 as a Company Limited by Guarantee
 - 1.3. Religious and Accessories Charitable Trust Act 1958
2. A copy of the organisation's constitution
3. The organisation's Australian Business Number (ABN)
4. Details of School Council/Parent Committee/Board of Management membership (names, addresses, phone numbers)
5. A School Charter or Plan for the period for which accreditation is sought.
6. An outline of the course provided by the school/organisation based on the Victorian Essential Learning Standards (VELS)
7. Samples of the school's/organisation's student progress reports based on assessment and reporting policies and practices for Victorian schools
8. A certified copy of a First Aid Certificate for at least one current member of staff for each campus of the school/organisation
9. A copy of the school's/organisation's student supervision roster for the term immediately preceding the application for accreditation/reaccreditation
10. A copy of the school's/organisation's student attendance roll for the term immediately preceding the application for accreditation/reaccreditation
11. A list of the school's/organisation's teachers who do not have a recognised qualification in languages teaching, to be placed on the waiting list for participation in an accredited tertiary LOTE Methodology course
12. Community Languages Schools seeking accreditation for funding purposes for the first time must also provide the number of years the organisation has been operating and the number of student enrolments.

Notes: (i) Accreditation for a new Community Languages School or a new campus of an existing Community Languages School will NOT be granted if the same language is offered by the Victorian School of Languages (VSL) or another Community Languages School in an area within a radius of five kilometres from the proposed location of the new Community

Languages School or the new campus, except under exceptional circumstances as determined by the Department.

- (ii) Accredited Community Languages Schools which are planning to relocate their classes to a new location due to their existing premises becoming unavailable need to notify the Department in writing well in advance and prior to actual relocation. Community Languages Schools must complete and submit the relevant application form for the relocated campus to ensure maintenance of accreditation.
- (iii) New Community Languages Schools applying for accreditation must demonstrate that they have been operating for a minimum of 12 months and are financially viable.
- (iv) The Department reserves the right to seek further information, including conducting its own analysis in relation to the impact on other providers, of the new Community Languages School or a new campus of an accredited Community Languages School.
- (v) Community Languages Schools which do not provide languages programs for two consecutive years will lose their Accreditation and would need to apply as a **new** school to gain Accreditation.

All applications and documentation for Accreditation/Reaccreditation should be forwarded to:

Mr Kypros Kyprianou, Senior Project Officer, Community Languages Schools
Languages and Multicultural Education Resource Centre (LMERC)
150 Palmerston Street, CARLTON 3053

Applicants will be advised in writing of the outcome of their applications.

Further information or assistance can be obtained by contacting Mr Kyprianou by telephone on 9349 2861 or email at: kypryanou.kypros.k@edumail.vic.gov.au

COMMUNITY LANGUAGES SCHOOLS ACCREDITATION/REACCREDITATION

APPEALS PROCESS

Community Languages Schools which are unsuccessful in gaining accreditation/reaccreditation must follow the two step process outlined below to seek a review of the accreditation decision.

1. Local Resolution by the Ethnic Schools Association of Victoria (ESAV)

Local resolution involves the ESAV and the Community Languages School attempting to resolve the grievance without the need to move to a more formal level.

The Community Languages School must discuss their grievance with the ESAV with a view to resolving the matter at that point. The ESAV should ensure the Community Languages School has the opportunity to articulate the nature of their grievance with responses being transparent and open.

2. Where the issue is unable to be resolved by Local Resolution the Community Languages School may submit the grounds of their continuing grievance, in writing to the General Manager, Languages, ESL and Multicultural Education by completing and submitting an Appeal Application Form.

3. Appeal Application

An application for appeal can be submitted by email, fax or mail to:

Dina Guest
General Manager, Languages, ESL and Multicultural Education
Level 2, 33 St Andrews Place
EAST MELBOURNE 3002

Fax: (03) 9637 3654

email: [quest.dina.d@edumail.vic.gov.au](mailto:guest.dina.d@edumail.vic.gov.au)

Please note:

The only grounds for review of a decision by the Department are that there were deficiencies in the process or incorrect information was provided that prevented accreditation/reaccreditation.

**COMMUNITY LANGUAGES SCHOOLS
APPEAL APPLICATION FORM**

1. This appeal is lodged: *(tick relevant box/es)*

- Against the refusal to grant reaccreditation
- Against refusal to grant accreditation
- Against a condition imposed on accreditation

Date of Notification of Refusal: _____

2. Appellant Details

School/Organisation Name: _____

Name: _____

Address: _____

Business/Mobile No: _____ Email address: (optional) _____

3. Have you contacted the ESAV and attempted to resolve the grievance?

- Yes
- No

4. If you answered Yes to Question 3, please proceed to Question 5. If you answered No, please contact the ESAV as soon as possible as you must do so before you are able to lodge an appeal application form. The contact number for the ESAV is 9349 2400.

5. What date did you meet with/contact the ESAV and what was the outcome?

Date of meeting/contact with the ESAV: _____

Outcome: _____

6. Reasons for Appeal

Specifically address any grounds for appeal. If more space is required, attach additional material.

Appellant Signature _____ **Date** _____

Send your submission to:

Dina Guest, General Manager, Languages, ESL and Multicultural Education

For further information please contact, Kypros Kyprianou, Senior Project Officer, Community Languages Schools by telephone on 9637 2207 or 9349 2861 or by email at kyprianou.kypros.k@edumail.vic.gov.au