COMMUNITY LANGUAGES SCHOOLS

ACCREDITATION REQUIREMENTS - 2009

For community languages schools to receive accreditation for funding purposes the following documents must be submitted, and deemed to meet the Department’s requirements:

1. Certificate of Incorporation indicating that the community group or school is registered as a not-for-profit organisation under the following Acts:
   1.1. Associations Incorporation Act 1981
   1.2. Corporations Act 2001 as Company Limited by Guarantee
   1.3. Religious and Accessories Charitable Trust Act 1958

2. A copy of the organisation’s constitution which will include appropriate non-profit and dissolution clauses

3. An 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. A course outline based on the Victorian Essential Learning Standards and/or the Curriculum and Standards Framework documents

7. Samples of student progress reports based on the current reporting policies for Victorian schools

8. A copy of a first aid certificate belonging to a current member of staff

9. A copy of the student supervision roster for the term immediately preceding the application for reaccreditation

10. A copy of the student attendance roll for the term immediately preceding the application for reaccreditation

11. A list of teachers who do not have a recognised qualification in languages teaching, to be placed on the waiting list for participation in a tertiary LOTE Methodology course.

All required documents for reaccreditation should be forwarded to the following address:

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 about the outcome of their submissions.

If you would like further information or assistance in these matters please contact Mr Kypros Kyprianou by telephone on 9349 2861.