COMMUNITY LANGUAGES SCHOOLS
ACCREDITATION/REACCREDITATION GUIDELINES – 2010

For community languages schools to receive accreditation/reaccreditation for funding purposes the following documentation 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 (VELS)
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 an accredited tertiary Languages other than English (LOTE) Methodology course.

From January 2007 new Community Languages Schools (CLS) seeking accreditation for funding purposes and existing CLS wishing to open a new campus must meet the following additional criterion:

12. Accreditation for a new CLS or a new campus by an existing CLS will NOT be granted if the same language is offered by another provider (e.g. a mainstream government school, the Victorian School of Languages (VSL) or another accredited Community Language School) in an area within a radius of 5 km from the proposed location of the new CLS or the new campus of an existing CLS - unless existing accredited providers cannot accommodate the extra number of students.

Existing CLS which relocate their classes to a new location due to their existing premises becoming unavailable need to notify the Department well in advance and prior to actual relocation. The CLS must apply in writing for the relocated campus to ensure maintenance of accreditation. All criterions, including No 12 must be met.

All required documents for accreditation/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 of 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 or email: kyprianou.kypros.k@edumail.vic.gov.au