NSW COMMUNITY LANGUAGES
SCHOOLS PROGRAM

2012 FUNDING GUIDELINES
# NSW COMMUNITY LANGUAGES SCHOOLS PROGRAM FUNDING GUIDELINES

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1. NSW COMMUNITY LANGUAGES SCHOOLS PROGRAM FUNDING GUIDELINES

1.1 Program eligibility

To receive funding under the NSW Community Languages Schools Program, organisations must:

- be incorporated as a not-for-profit organisation and not operate on a commercial scale
- have a formal constitution and have as their principal aim the teaching of languages
- have provided required acquittal reports for prior grants made by the Department of Education and Communities
- provide copies of teachers’ qualifications which provide:
  a) proof of the completion of a course in language teaching methodology in Australia or overseas with a minimum of 50 contact hours. Where qualifications are in another language, a translated copy is to be provided
  OR
  b) proof of current enrolment in a course in language teaching methodology (minimum 50 contact hours)
  OR
  c) proof of extensive experience in language teaching (minimum ten years)
- have a minimum enrolment of 30 students per location unless special circumstances can be demonstrated
- hold classes outside school hours for at least 35 weeks of the year with a minimum of two hours per week face to face language teaching based on a sound educational program
- contribute to a significant part of the cost of program delivery
- be managed by a parents’ and teachers’ committee according to the rules of Incorporation
- show close links with a community whose first/heritage language is not English
- keep accurate enrolment and attendance records in English and ensure student attendance is regular
- be open to school students from Kindergarten to Year 12, regardless of language background or gender
- use NSW Board of Studies approved syllabuses. Where there is no Board of Studies or Saturday School of Community Languages syllabus for the language(s) being taught, schools, with the help of Program Officers will be required to design syllabuses based on Board of Studies syllabus principles
- develop teaching programs in line with the Department of Education and Communities Curriculum, planning and programming, assessing and reporting to parents K-12 policy.
1.2 Applications

1.2.1 Organisations wishing to receive funding must:

- apply online through the Department’s Website at: [www.det.nsw.edu.au/cgpcclponline](http://www.det.nsw.edu.au/cgpcclponline)
- provide itemised support documents which are also requested

1.2.2 Organisations/schools must also provide to the Program, by the closing date for applications, a hard copy of:

- qualifications of new teachers
- *Electronic Transfer of Grant(s)* form if the bank details have changed
- the *Deed of Agreement for Recipient Created Tax Invoice* if the organisation is registered for GST.

1.2.3 Applications can only be processed if the Department of Education and Communities has received from the organisation by 31 March its completed statement of income and expenditure for the previous funding period.

1.3 Funding Agreement

1.3.1 Organisations who accept the offer of funds will be required to enter into a contract with the Department of Education and Communities to fulfil the Program’s objectives and requirements. Both parties must sign and retain copies of the contract, known as the Funding Agreement. Organisations will receive two copies of the Funding Agreement, both of which must be signed and returned before funding can be released.

1.3.2 The Funding Agreement includes the following details:

- the parties to the contract
- the stipulated type and level of funding the Department will make to the organisation for the specified purpose
- the timing of payments
- the organisation’s reporting requirements during and at the completion of the funding period, and
- any special conditions, if required.

1.3.3 Failure to meet the Program Guidelines - Funding Requirements and Conditions - could result in the termination of the Funding Agreement. In such cases the organisation will be advised and consulted prior to any action being taken. Repayment of funding, in part or in whole, may be required.

1.4 Acquittals and financial responsibilities

1.4.1 The organisation is responsible for the financial management of the funds allocated to it under the NSW Community Languages Schools Program.

1.4.2 Under incorporation law organisations must elect a treasurer who has some knowledge of bookkeeping and must ensure:
• proper accounting records are kept
• operational records and registers are kept in English
• funds are spent for the purpose of the teaching of languages other than English.

1.4.3 If the organisation has not spent all of the previous grant, the balance must be returned, or an explanation given in writing as to why unspent funds exist and how and when the funds will be used. This information is to be submitted with the annual statement of income and expenditure (see 1.4.6 and 1.4.7).

1.4.4 Funds must be kept in a deposit account in the name of the incorporated organisation with one of the following types of financial institutions:

• credit union
• bank
• building society.

1.4.5 Grant funds must be kept in a separate account or an independent part of an account where grant transactions can be audited.

1.4.6 If the organisation receives $50,000 or more of Program funds in any one year, it is required to submit an audited Statement of Income and Expenditure. This audited statement must be completed and signed by a member of one of:

• the Institute of Chartered Accountants
• the Australian Society of Certified Practising Accountants
• the National Institute of Accountants holding a current Public Practice Certificate
• a Registered Company Auditor.

The accountant or auditor chosen must not be a member of, or have financial interest in the organisation. The credentials of the auditor may be verified before funds are released.

If audited statements are qualified, the Management Committee must provide an explanation of that qualification when submitting the statement.

Organisations must send, and the Department of Education and Communities must receive the completed audited financial statement within three (3) calendar months after the funding period ends or by 31 March of the year following the funding period.

1.4.7 If the organisation receives less than $50,000 of Program funds in any one year, a certified Statement of Income and Expenditure is to be submitted. The certified Statement is to be signed by an office bearer of the organisation, e.g. the Chairperson, Secretary, Treasurer or Principal. The signature of a witness is required. However, the witness must not be an office bearer or a member of the organisation. The witness must be one of:

• an accountant/auditor as specified in 1.3.6
• a Justice of the Peace
• a Bank Manager
• a Principal of a Government School or a school registered with the Board of Studies of NSW
• a Minister of Religion.

Organisations must send, and the Department of Education and Communities must receive the certified statement of income and expenditure within three (3) calendar months after the funding period ends or by 31 March of the year following the funding period.

1.5 Indemnity and Insurance

1.5.1 All personnel employed by the organisation in whatever capacity shall be the sole responsibility of the organisation. The Department will not indemnify the organisation in respect of such personnel for any act or claim resulting from such employment.

1.5.2 The organisation must obtain and maintain Professional Indemnity Insurance and Public Liability and Risk Insurance for at least $10 million and any insurance policies that the Workers Compensation Act and any other insurance the law requires.

1.5.3 The meanings of various insurances are set out below.

• Public Liability insurance covers the organisation/school if it is required to pay compensation and legal costs regarding a claim made against the organisation/school for personal injury or property damage or both.
• Professional Indemnity Insurance protects the organisation/school from legal action taken for losses incurred as a result of incorrect advice. It provides indemnity cover if students, teachers or parents suffer a loss – either material, financial or physical – directly attributed to negligent acts.
• Workers Compensation Insurance – it is the organisation’s responsibility as an employer to maintain current worker’s compensation insurance, to protect the organisation/school from financial hardship in the event of a workplace injury.
• Voluntary Workers Insurance covers the organisation/school for personal injury of voluntary workers incurred while engaged in activities officially organised by and under the control of the organisation/school.

1.5.4 The Program strongly advises organisations/schools to discuss insurance needs and requirements with an insurance adviser.

1.6 Keeping Records

1.6.1 Keeping proper records, including an Assets Register according to the rules of incorporation and the Program's Funding Guidelines is essential. As a general rule all records should be kept for a minimum of seven years.

1.7 Child wellbeing and protection

1.7.1 The organisation/school must comply with the following Commonwealth and NSW legislation:
• Children and Young Persons (Care and Protection) Act 1998
• Commission for Children and Young People Act 1998
• Child Protection (Prohibited Employment) Act 1998
• Commonwealth Disability Discrimination Act 1992
• NSW Anti-Discrimination Act 1997
• NSW Disability Services Act 1993.

1.7.2 The organisation/school must also comply with the Child Wellbeing & Child Protection – NSW Interagency Guidelines.

1.7.3 The Department determines its own policies and procedures to ensure that it complies with the legislation and Interagency Guidelines. The organisation/school must comply with any requirements of the Department that apply to it. In particular the child protection employment legislation prohibits convicted sex offenders from working with children and broadens the checking of those who want to work with children.

1.7.4 It is mandatory for all preferred applicants seeking child related employment to be checked by an approved NSW screening agency, as detailed in The Working With Children Employer Guidelines produced by the NSW Commission for Children and Young People.

1.7.5 The organisation/school must conduct the ‘Working with Children Check’ in relation to all its employees and contractors who will perform work on the funded project prior to those people commencing that work. Any person found to have a risk rating of low, medium or higher must not perform work or be employed in the school. Any such person employed or contracted by the organisation/school in another capacity must be prevented from having contact with children or young people involved in the funded project.

Employees and contractors include:

• any employee of an agency, whether or not employed in connection with any work or activities that relates to children, and
• any individual “engaged” by the agency to provide services to children including in the capacity of a volunteer.

1.8 Student Discipline and Corporal Punishment (Education Act 1990 - Section 35)

1.8.1 In accordance with NSW Education Act 1990 Section 35 regarding student discipline in government schools, community languages schools must not permit corporal punishment of students attending the community languages school.

1.8.2 Organisations which receive funding from the Department of Education and Communities must have guidelines and fair discipline codes on student discipline in the school(s). These guidelines and codes must not permit corporal punishment of students and must follow the Department’s policy on Student Discipline in Government Schools.

1.9 Occupational Health and Safety
1.9.1 The organisation/school must comply with the provisions of the *NSW Occupational Health and Safety Act 2000* and ensure that places where language classes are conducted and where work is undertaken must be a safe working environment and must comply with any statutory requirements of occupational health and safety.

1.10 *Privacy and Personal Information Protection Act 1998*

1.10.1 The Department is committed to respecting the privacy of individuals who receive a service through its funding programs.

1.10.2 The organisation/school must be aware of the obligations governing the collection, storage, use, maintenance and disclosure of personal information, and the rights of individuals to whom the information relates, in a manner required by the Privacy and Personal Information Protection Act, 1998.

The organisation/school should ensure that persons are advised of the following:
- that information is being collected about them
- the purpose for which the information about them is being collected
- the intended use of the information and the people or agencies, such as the Department of Education and Communities, that may be granted access to the information
- whether or not the information is required to be provided by law
- any rights to access the information and make corrections
- where the information will be stored.

1.10.3 The organisation/school must ensure that the persons must consent to the use of their information for the identified purposes.

1.10.4 Organisations/schools are required to advise parents that from time to time the Department may contact them to determine client satisfaction and to measure performance of the organisation/school in meeting the stated objectives.

1.10.5 The organisation/school must comply with the Department’s policy to ensure that wherever personal information is made available, strict confidentiality will be maintained and that the information will be used only by the program, and only for its stated purpose.

1.11 *Freedom of Information*

1.11.1 Information received from the organisation/school as a result of carrying out their obligations under the Funding Agreement will be treated as confidential. However, documents held by the Program are subject to the *Government Information (Public Access) Act 2009*. This means that the information acquired by the Department under the Funding Agreement may be given out in response to a request made under that Act.

1.12 *Fraud*

1.12.1 The Department is committed to protecting its expenditure and programs from any attempt by members of the public, contractors, grantees, agents, intermediaries or its own employees to gain financial benefit or other benefits by deceit. The Department is strongly committed to fraud prevention and control through verification of the accuracy of information provided to the
Department and of the appropriateness of the use of funds. Funded organisations should have policies and procedures in place to ensure risk management and fraud control.

1.13 Equity Principles

1.13.1 The Department supports the inclusion of equity principles in the design and delivery of its programs and services and promotes equitable practices through adherence to established policies. Equity principles are intended to ensure that all persons have fair and reasonable access to services provided through the Department's funded programs.

In the use of funding the organisation/school must not adopt policies or practices which are inconsistent with the equity policies and practices of the Department.

The Department is committed to providing equal access to its services for all people, regardless of their gender, race, marital status, sexuality, disability or age.

1.14 Principles of Multiculturalism

Organisations that accept the offer of funds are required to comply with the NSW Government’s Principles of Multiculturalism as defined in the Community Relations Commission and Principles of Multiculturalism Act 2000.

Principle 1
All individuals in NSW should have the greatest possible opportunity to contribute to, and participate in, all levels of public life in which they may legally participate.

Principle 2
All individuals and public institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language.

Principle 3
All individuals should have the greatest possible opportunity to make use of and participate in relevant activities and programs provided or administered by Government of NSW.

Principle 4
All institutions of NSW should recognise the linguistic and cultural assets in the population of NSW as a valuable resource and promote this resource to maximise the development of the State.

1.15 Monitoring and Evaluation

1.15.1 To ensure the Program’s aim and objectives are being achieved organisations/schools may be monitored by the Program or the Audit Directorate of the Department of Education and Communities by means of:

- visits to school locations
- analysis of project accountability documentation
- analysis of financial activities reports provided by the organisation/school
• other information that may be requested from the organisation/school from time to time.

1.15.2 Performance is assessed by the Department against the objectives of the Program, the adherence to the Program Guidelines/Requirements and the terms and conditions of the Funding Agreement. The Department's involvement in monitoring activity is integral to advising the Minister on the overall development and performance of the Program. It is also a mechanism for highlighting recommended practice and for identifying projects which may require assistance to improve their performance.

1.16 Acknowledgment

1.16.1 When producing publications, promotional materials, or reports, organisations are required to acknowledge the receipt of funding from the NSW Community Languages Schools Program.

1.17 Change of Details

1.17.1 It is the responsibility of the organisation to advise the Program in writing if any detail concerning the organisation/school has changed. Always include the organisation's IBNID Number in all letters to the Program. Failure to do so can result in schools not being funded.

1.18 Closing Down

1.18.1 If a school closes down, any equipment and materials purchased with funds from the Program and any remaining funds from any Program grant are to be returned to the Program with the school’s Assets Register and a Statement of Income and Expenditure.

2. GRANTS

2.1 Types of Grants

2.1.1 There are three (3) types of grants available to eligible organisations:

Per Capita Grant
Specific Project Grant
Establishment Grant

2.1.2 Availability of funding is advised through the electronic mail, the NSW Government Community Builders and the Department of Education and Communities websites.

Organisations must apply online through the Department’s website address at www.det.nsw.edu.au/cgpcplonline

2.1.3 It cannot be assumed that government funding is ongoing and/or that funding is pre-allocated to existing organisations. In addition, communities need to contribute a significant part of the cost of program delivery, that is, both financially and in kind.
The submission of an application shall not be interpreted as commitment by the Department to funding or entering into any agreement with the organisation. The cost of preparing the applications shall be borne by the organisation.

2.1.4 Organisations that accept the offer of funds will be required to enter into a contract known as a Funding Agreement with the NSW Department of Education and Communities to fulfil the Program’s objectives and requirements and conditions.

2.1.5 All payments will be made by Electronic Funds Transfer. Any unexpended funds must be returned to the Program (see also Section 1.4).

2.1.6 Organisations that accept funding from the Department are legally considered to be supplying a service or undertaking an agreed project activity for the Department.

2.1.7 For assistance or enquiries, please contact:

NSW Community Languages Schools Program:
Telephone: 9886 7529
Fax: 9886 7655
Email: commlang@det.nsw.edu.au

2.2 Per Capita Grant

2.2.1 The per capita grant is based on the number of eligible students enrolled at a school during Term One of the current calendar year. To be eligible, students must attend at least 70 per cent of classes held in Term One and the school must meet all funding requirements.

2.2.2 In 2011 the per capita grant is $120 per eligible student. From 2012, the per capita grant will be adjusted annually for cost of living increases.

2.2.3 The per capita grant may be used to assist with the cost of:

- teaching materials (e.g. textbooks, workbooks, etc)
- stationery, photocopying (for students/teachers)
- payments to teachers
- buying educational equipment (e.g. overhead projector)
- expenses associated with the administration of the schools
- professional development of teachers
- syllabus/teaching program development.

2.2.4 Organisations and their schools receiving per capita funding normally are required to meet all eligibility requirements as listed under Section 1.1. In the case of an organisation that establishes a teaching program at a new location, students at that location will only become eligible for funding if the organisation has:

- demonstrated that it is teaching a newly emerging or re-emerging community language and has an enrolment potential of over 20 students within three years

Or
• demonstrated that the students cannot be accommodated within any existing community languages school teaching the same language up to two kilometres from the new location.

2.2.5 Funds cannot be used for capital purposes - that is, building, repairs, maintenance or renovations.

2.2.6 Decisions on student eligibility for per capita grant funding will be based on the information provided by the organisation/school on each student. If information on any student is incomplete, funding will not be calculated for that student. Verification of information on students may be sought from funded organisations or from mainstream school authorities.

2.3 **Specific Purpose Project Grant**

2.3.1 Specific purpose project grants of up to $5,000 are available to support:

• development of teaching materials for use in NSW Community Languages Schools
• development or presentation of training activities for language teachers working in NSW community languages schools.

2.3.2 Outcomes from funded projects must be of use and benefit across a language community and/or be easily adapted or applied across different language groups.

2.3.3 In developing proposals, organisations/schools are encouraged to partner and with other organisations operating community languages schools.

2.3.4 Organisations/schools are asked to consider making the resources available on-line. Proposals with on-line elements must be able to demonstrate web knowledge and/or experience in project teams.

2.3.5 Organisations/schools wishing to apply must meet all eligibility requirements and must already be in receipt of a per capita grant.

2.3.6 Applications will be selected that best demonstrate:

• Evidence of community consultation, research and identified needs
• Benefit to communities that use the same language and/or language teaching practice generally
• Educational merit in their objectives, teaching philosophy, materials and pedagogical approaches
• Effective project planning including budget and timeline
• Capacity and skills of project team members to achieve project outcomes

2.3.7 Organisations must satisfactorily acquit previous specific project grants before making a new application.

If applying for the continuation or extension of a project previously funded through the specific purpose project grant category, the product/resource and outcomes of the initial phase must be provided with the new application.
2.3.8 The duration of a project cannot exceed twelve months from the receipt of funding.

2.3.9 This type of grant can only be used for the project as specified in the funding agreement, funding schedule and project details.

2.4 Establishment Grant

2.4.1 Organisations requesting an establishment grant are required to contact the Program to discuss the establishment of the school before applying for a Grant. They are advised to do this before commencing classes.

2.4.2 The establishment grant is a one-off grant of $2,500 to help newly established community languages schools in their first year, while they demonstrate their viability for future years. Only a limited number of grants are available in any one funding year.

2.4.3 To be eligible for an establishment grant an organisation must:

- meet the eligibility conditions in Section 1.1
- either
  - demonstrate that it is teaching a newly emerging or re-emerging community language and has an enrolment potential of over 20 students within three years of commencing classes
  or
  - demonstrate that prospective students cannot be accommodated within any existing community languages school teaching the same language up to two kilometres from the new site
- indicate that languages classes have been operating for at least two months but not more than twelve months.

2.4.4 Where the community is small and/or isolated and the teacher/syllabus requirements cannot be met immediately, an exemption may be given from these requirements for up to twelve months. During this time the school must work with a Program education officer towards meeting these requirements.

2.4.5 The establishment grant may be used to assist with the cost of:

- teaching materials (e.g. textbooks, workbooks)
- stationery, photocopying (for students/teachers)
- payments to teachers
- buying educational equipment (e.g. overhead projector)
- expenses associated with the administration of the schools
- professional development of teachers
- syllabus/program development.

2.4.6 Organisations must submit to the Program a hard copy of the:

- Constitution
• Certificate of Incorporation
• Certificate of Currency of Public Liability Insurance
• Syllabus which will be used
• Australian Business Number (ABN) details
• Bank Details form for Electronic Funds Transfer
• Teacher Profile Forms – one for each teacher

2.4.7 Arrangements must be made for a Program education officer to visit the school before funding is released.

3. **FUNDING PROCESS**

3.1 **Processes**

The following steps are followed when assessing an application for funding and approving payment of a grant.

- Assessment of the application
- Recommendation for payment
- Ministerial approval
- Notification of funding
- Payment of the grant

3.1.1 Program officers assess:

- whether organisations have fully acquitted previous grants by having submitted statements of income and expenditure
- whether the application is complete and accurate
- for the per capita grant – whether organisations meet the funding requirements and conditions and have provided accurately completed student details. Student details are checked.
- for specific purpose project grants – whether applicants meet the funding requirements and conditions, and whether that the proposal meets the criteria set out in Section 2.3.6
- teachers' qualifications – whether a profile form has been submitted plus evidence supporting the qualifications
- that all documents are current and have been submitted, namely:
  - syllabus
  - constitution
  - incorporation certificate
  - GST information
  - ABN details.

3.1.2 The Program makes recommendations on funding to the Minister for Education.

3.1.3 The Minister considers the recommendations and makes the final decisions on funding.
3.1.4 Successful applicants are advised of the outcome of their application and receive a funding agreement for signature and return. Unsuccessful applicants are notified in writing.

3.1.5 On return of the signed funding agreement, all grant payments are deposited into the organisation’s account by electronic funds transfer in accordance with the funding schedule.

It is the organisation’s responsibility to ensure that bank details submitted to the Program are current and correct.

3.2 Monitoring

3.2.1 Program officers must ensure that Government funds are spent responsibly, and in accordance with the Program Guidelines and Funding Agreements.

3.2.2 This involves checking that organisations can account for the funds they receive and that they are using them for educational purposes as specified in the Program’s funding guidelines and the funding agreement. It may involve visits to community languages schools while they are in operation.

3.3 Appeal Mechanism

3.3.1 If the application for funding is unsuccessful, an organisation may appeal to the NSW Community Languages Schools Program in writing stating reasons why the application(s) should be reconsidered. The Program will notify the organisation in writing of the decision. Appeals based on late or incomplete applications will not be considered.

Please address all appeals to:

NSW Community Languages Schools Program
Department of Education and Communities
Locked Bag 3
RYDE NSW 2112

4. ORGANISATION/SCHOOL MANAGEMENT RESPONSIBILITIES

To assist organisations in managing funding the following responsibilities and practices should be observed by organisations.

4.1 Organisation

4.1.1 The organisation must have an Australian Business Number (ABN). Organisations should apply to the Australian Taxation Office for an ABN. Where the ABN is not supplied the Department is required by legislation to withhold 48.5% of the payment and remit the withheld amount to the Australian Taxation Office.

4.1.2 The organisation must complete a Bank Details for Electronic Transfer of Grants Form whenever account details change. Failure to do so may result in a considerable delay to receiving funding. This form authorises the Department of Education and Communities to transfer funds electronically into the organisation’s deposit account.
4.1.3 It is the responsibility of the organisation to sign and return the *Funding Agreement* to the Program as soon as possible so that the grant can be released.

4.1.4 If the organisation is registered for the GST, the grant will be increased by 10 per cent. The organisation must pay this GST to the Australian Taxation Office. To assist organisations that registered for the GST, the Department will provide a Tax invoices on their behalf but this can only be done if the organisation signs the *Deed of Agreement for Recipient Created Tax Invoice*.

### 4.2 Management

4.2.1 The Parents and Teachers Management Committee should make sure that one of the objectives in the constitution refers to the organisation's language teaching activities, its not for profit status and that it is formally adopted at a Parents' and Teachers' Management Committee general meeting.

4.2.2 The Secretary records the minutes in English and has them signed off by the President at the next meeting.

4.2.3 The Secretary keeps records of location details, that is, where and when classes are conducted and notifies the Program of any changes.

4.2.4 The President ensures that the organisation's Annual General Meeting is held according to its Constitution.

4.2.5 The Parents and Teachers Management Committee formally appoints the external auditor to certify financial statements, if required.

4.2.6 The Parents and Teachers Management Committee should appoint a member of the organisation (such as the Treasurer) to prepare the financial statements.

4.2.7 The Parents and Teachers Management Committee must ensure that the Rules of Incorporation as determined by the NSW Office of Fair Trading are followed. This is subject to audit.

4.2.8 The Parents and Teachers Management Committee must ensure that funds received under the NSW Community Languages Schools Program are used only for the purpose of maintaining and developing the language(s) taught by their school.

4.2.9 The Parents and Teachers Management Committee should ensure that the organisation's per capita grant is not overpaid. The Committee must advise the Program if there is a large drop in student enrolments to avoid overpayment. If an organisation is overpaid, the excess must be refunded to the Program.

4.2.10 The Parents and Teachers Management Committee should seek written advice from the Australian Taxation Office regarding any taxation liability resulting from payments to teachers and any requirement to issue certificates, and put this advice into practice.

4.2.11 The Parents and Teachers Management Committee should maintain a register of teaching staff including evidence of their qualifications, in English.
4.2.12 The Parents and Teachers Management Committee should advise the Program if there is any change in teaching staff.

4.3 Finance

4.3.1 The Treasurer should:

a) ensure that all accounting records are in English

b) prepare an annual budget

c) provide the Parents and Teachers Management Committee with regular financial statements

d) keep a cash book, balance it on a monthly basis and match it to bank statements

e) make all payments by cheque

f) stamp invoices “paid” on payment

g) make formal arrangements for any loans to the association

h) maintain and keep the Assets Register up to date

i) provide an annual Statement of Income and Expenditure to the Program before the next closing date of Applications

j) ensure that all reductions or waivers of students’ fees are authorised and documented on student enrolment forms or other student records

k) ensure that all payments made to teachers are recorded appropriately.

4.4 Students

4.4.1 The Principal should make sure that all student records are in English for verification of enrolment and attendance and that the class rolls for all school terms are kept on file.

4.4.2 The Parents and Teachers Management Committee should ensure the Parent/ Guardian Certification Form – Use of Personal Information is signed by the parent(s) or guardians of each student on the class roll. Their signature authorises the organisation/school to provide child details to the Department for the purpose of assessing the child’s eligibility for funding.

4.5 Teachers

4.5.1 The Principal should confirm in writing with teachers their terms and conditions of engagement.

4.5.2 Each teacher should complete a Teacher Profile Form and a copy of their teaching qualifications should be attached to the form.

4.5.3 Teachers should keep accurate class rolls. The class roll provides information about enrolments and student attendance. The per capita grant is based on these details.
4.6 Syllabuses

4.6.1 Kindergarten – Year 10:

4.6.1.1 Schools are required to use the K-10 language syllabuses developed by the Board of Studies NSW or a syllabus based on the format of the Board of Studies developed languages syllabuses.

4.6.1.2 Support materials are also available from the Board of Studies to assist teachers in understanding the syllabuses, programming and assessment requirements.

Schools will be required to show evidence that they are using a Board of Studies developed syllabus or, if necessary, have developed a syllabus based on the format of a Board of Studies developed languages syllabus, to be eligible for funding.

4.6.1.3 The Board of Studies K-10 languages syllabuses can be downloaded from the Board of Studies website at http://www.boardofstudies.nsw.edu.au/syllabus_sc/index.html#alphabet and using the alphabetical list to locate the appropriate language.

Assistance in developing a syllabus will be provided by contacting the Program.

4.6.2 Higher School Certificate

4.6.2.1 Board of Studies Higher School Certificate language syllabuses can be downloaded at www.boardofstudies.nsw.edu.au/syllabus_hsc/index.html. Where there is not a Board of Studies developed course, a course can be developed by using an existing language course as a model.

Assistance in developing a syllabus will be provided by contacting the Program.

4.6.3 Study with an outside tutor

4.6.3.1 Community Languages Schools can prepare students for the School Certificate and Higher School Certificate through the Study with an outside tutor mechanism. Details of this process for both certificates can be obtained from the Board of Studies website at http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/ace_manual.pdf

4.6.3.2 Schools considering preparing students for the School Certificate and/or the Higher School Certificate are strongly advised to contact the Program.

4.6.4 Student Reports

4.6.4.1 Schools should be reporting regularly to parents on students’ progress and keeping copies.
4.7 Professional Development

4.7.1 The Program provides extensive long term and short term professional development opportunities which are subsidised by the Program. The school management committee should encourage and provide opportunities for teachers to participate in professional development.

5. MORE INFORMATION

For more information about the NSW Community Languages Schools Program, or advice about operating a community languages school, please consult the NSW Community Languages Schools Program Website or contact the Program on:

Telephone: 9886 7529
Fax: 9886 7655
Email: commlang@det.nsw.edu.au