

## NSW COMMUNITY LANGUAGES SCHOOLS PROGRAM STEPS TO ESTABLISHING A COMMUNITY LANGUAGE SCHOOL

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### BACKGROUND

Language programs in New South Wales are delivered through a variety of means including:

- local school programs provided as a part of the curriculum in government and non-government schools
- open high school and distance education centres
- the outside tutor system for secondary students
- the Saturday School of Community Languages for secondary students

and

- the community languages schools program.

The NSW Community Languages Schools Program has provided government grants to community organisations operating languages schools since the mid-1980s.

The Program provides funding to not-for-profit, incorporated community organisations who deliver out-of-school programs that support school-aged students (from Kindergarten to Year 12) to maintain their background or heritage language. Community languages schools are also open to students who wish to learn a language other than their heritage language.

### SETTING UP AN ORGANISATION

The first step in establishing a community language school is to form a management committee. The management committee should be made up of members from the local language community who are interested and prepared to take on the responsibilities required of them in operating a community language school.

To be eligible to receive funding from the Community Languages Schools Program, a community language school must be managed by an organisation which is an independent, not-for-profit legal entity, like an incorporated association.

An incorporated association is a legal entity separate from its individual members that can hold property, sue and be sued. The Associations Incorporation Acts provides a simple and affordable means of creating a separate legal entity for small, community based groups with limited resources. It is recommended that interested persons familiarise themselves with all of the relevant laws, regulations, standards and policies required of incorporated organisations operating community languages schools.

For more information refer to the Department of Fair Trading website:

[http://www.fairtrading.nsw.gov.au/Cooperatives\\_and\\_associations/Associations.html](http://www.fairtrading.nsw.gov.au/Cooperatives_and_associations/Associations.html)

### LOCATION OF A LANGUAGE SCHOOL

An organisation may choose to operate a language school in private, independent, Catholic or government school location. It is recommended organisations consider aspects of Occupational Health and Safety and Insurance when making this choice. It is also recommended that language schools and the venue formalise the use of the facility in a written agreement to ensure that the rights and responsibilities of both parties are understood and documented.

Community language schools funded by the Community Languages Schools Program are eligible to access government school facilities for community language classes during school terms. Information on the policy and its implementation procedures can be found on the Department of Education and Training website under Browse Schools Policy , Policies and Procedures, Facilities and Assets at:

<https://www.det.nsw.edu.au/policiesinter/category.do?level=Schools>

Access to facilities requires approval from the Principal of the mainstream school. Once a community use application is made, the school will undertake a risk assessment to ensure that the facilities are fit for the intended purpose, the proposed use is legal and appropriate, the applicant is suitable and that risk and child protection issues are addressed.

The sharing of facilities between schools and the community must be formalised in a written agreement to ensure that the rights and responsibilities of both parties are understood and documented.

Please note, to be eligible for a grant from the Program a new community languages school must be more than two kilometres away from any other community language school which teaches the same language.

### **ONLINE APPLICATION SYSTEM - OBTAINING AN ACCESS CODE**

An organisation must obtain an access code in order to submit an application for a grant. This code enables access to the on-line application program.

To be issued with an access code, organisations are asked to provide to the NSW Community Languages Schools Program:

- a copy of the **Certificate of Incorporation as an Association** as a not-for-profit organisation with the Department of Fair Trading or the registration certificate as a company limited by guarantee from the Australian Securities and Investments Commission
- list of members of the organisation's **Management Committee**. This committee must have close links with the community and operate according to the rules of the Incorporated Associations Act 1984
- a copy of the organisation's **Constitution** or **Rules**, which includes the teaching of language/s as an objective and operates within the rules of the Incorporated Associations Act 1984. If the organisation intends to use the Model Rules offered by the Department of Fair Trading, please ensure that the organisation keeps a copy of your incorporation application which shows the objective of the organisation
- a copy of the **Australian Business Number** for the organisation. The organisation's legal entity name or trading name registered under the ABN must be the name used to make applications to the Program
- copies of **Teacher Qualifications**. Teachers must have a formal teaching qualification from Australia or Overseas (translations in English only accepted) OR/AND be enrolled or have completed the Certificate in Language Teaching
- Certificate of Currency for **Public Liability Insurance**.

### **APPLYING FOR A GRANT**

Before applying for a grant:

- read the general Funding Guidelines and specific guidelines and information on the different Grant Categories:  
<https://www.det.nsw.edu.au/eas/commlang/guidelines>  
<https://www.det.nsw.edu.au/eas/commlang/grants/grants.html>

A number of conditions must be met by before funding can be considered. Language schools normally are required to:

- have a *minimum* of 30 school aged students enrolled. Schools outside a metropolitan area with less than 30 students may be eligible for funding in some circumstances.
- operate at a site which is more than 2km from the site of a language school teaching the same language.
- open to school students from kindergarten to Year 12, regardless of language background
- 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

## QUALIFICATIONS

Organisations are required to provide and update the Community Languages Schools Program with copies of the qualifications of teachers.

To be eligible for grants language schools must have teachers who have one of the following:

- Professional qualifications in teaching from an Australia or overseas institution. Where qualifications are in another language, a translated copy is to be provided
- A Certificate in Language Teaching (or equivalent) or be enrolled in this course for the year applying for funding

## SYLLABUS

Community languages schools must use syllabuses produced by the NSW Board of Studies. These can be accessed at:

<http://www.boardofstudies.nsw.edu.au/>

Where there is no syllabus available for the language(s) being taught, schools must design syllabuses, with the assistance of a Program Education Officer, based on the Board of Studies generic language syllabus.

## EDUCATION OFFICERS

If an organisation is interested in applying for a grant, it is recommended that it discuss the nature and aims of the organisation and the proposed location of the school with Program staff. The organisation may then be directed to an Education Officer to discuss requirements for a school syllabus, programming, and application.

Contact details for the Program's Education Officers are:

### SYDNEY & SOUTH WESTERN SYDNEY

Alex Di Prinzio  
9558 6134

### HUNTER & CENTRAL COAST, NORTHERN SYDNEY & WESTERN SYDNEY

Kristine Horan  
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### ILLAWARRA, SOUTH EAST & SOUTH WESTERN SYDNEY

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