

COMMUNITY LANGUAGE SCHOOLS FUNDING PROGRAM 2017 PER CAPITA FUNDING TERMS AND CONDITIONS

The Department of Education and Training (DET) *Community Language Schools Funding Program* provides annual funding to support accredited community language schools to deliver community language programs to Victorian school-aged students outside school hours.

For the purposes of this program, a community language is defined as a language used on a daily basis to communicate with family members, and within their own community, by members of a cultural or linguistic group resident in Victoria.

Applications for 2017 funding will not be considered until 2016 funding has been acquitted. If part of, or the entire grant has not been used for approved purposes, this amount must be refunded to DET.

ELIGIBILITY

Organisations seeking funding should:

- hold accreditation from DET for the year they are applying for funding. **Please note that organisations must seek and be granted DET approval for any new/additional campuses before applying for funding for students attending these campuses.**
- provide language tuition to school-age students for a minimum of 2.5 hours per week, for approximately 40 weeks a year, in line with the Victorian Essential Learning Standards (AusVELS) or the Victorian Curriculum F-10.

The following students are **not eligible** for funding:

- Pre-school children or adult students
- Full-fee paying international students who pay fees to attend a government or non-government school
- Students who are not in Australia at the time the application for funding is made
- Students who enrolled at the community language school after Term 1 of the 2017 school year
- Former students who have transferred to another community language school in 2017
- Students who attend language classes at a non-accredited campus of a community language school
- Students who receive tuition or coaching for other subjects such as music and mathematics, even if the course is conducted in the community language
- Students who are enrolled to learn the same language at the Victorian School of Languages (VSL)
- Students enrolled at more than one community language school to learn the **same** language*

NOTE:

- **Where multiple schools seek funding for the same student, by default, the **smallest** school only will be funded.*
- *Home-schooled students will only be considered for funding upon provision of an official letter from the Victorian Registration and Qualifications Authority (VRQA) confirming their registration for home-schooling for the year in which funding is being sought.*

USE OF PROGRAM FUNDING

Funding is provided to support the teaching of languages and can be used for:

- teacher salaries
- professional development activities for teachers
- purchase of language curriculum resources
- equipment to support the language program e.g. audio-visual equipment, computers, computer hardware and software etc.
- costs associated with classroom facilities e.g. heating, lighting, cleaning, rental of premises etc.

Funds **must not** be used to support:

- political, religious and/or cultural programs that teach traditional arts, crafts, music, dance or the study of religious texts
- capital works or the purchase of buildings
- activities that orient or support recently arrived students to the Victorian education system, or to living in the Victorian community.

LEVEL AND PAYMENT OF THE FUNDING

Funding of \$215 per student will be calculated on the total number of **eligible** students enrolled in and regularly attending the community language school as at 31 March 2017 (last day of Term 1). Payments will be made in May 2017.

INSURANCE

The Australian Federation of Ethnic Schools Association (AFESA) is the umbrella body which represents community language schools and coordinates activities to support and enhance languages education program provided by community language schools. Seven dollars (\$7.00) per student will be deducted annually from the per capita funding and on-passed to AFESA to fund group insurance and to provide other administrative support including the staging of an annual state conference.

DECISION TO FUND

It is the responsibility of community language schools to collect and submit the correct information in their application for funding. Student enrolment data (names, date of birth etc.) should match enrolment information that parents/guardians have provided when enrolling their child in their day school. The community language school student data will be matched against the Victorian Student Number (VSN) registry to verify each student's eligibility for funding.

DET provides funding to accredited community language schools at its absolute discretion and funding decisions are final. DET reserves the right to request and receive a return of funds for students found to be ineligible for funding and/or students who cannot be verified by DET.

DET will not provide funding to a community language school where the organisation behaves in a way such that DET reasonably believes that its association with the organisation may be detrimental to the reputation of DET, or where an officer, board member, employee, member, volunteer, subcontractor, representative or agent of a community language school:

- behaves in a way such that DET believes that its continued association with the organisation may be detrimental to the reputation of DET
- is not a fit and proper person, having regard to the special nature of working with children; or
- has a conviction or findings of guilt for a sexual offence; or
- is convicted of a crime punishable by a term of imprisonment; or
- denigrates, offends or instils hatred for particular group(s), language(s) and culture(s).

COMMON FUNDING AGREEMENT

Common Funding Agreements (CFA) between community language schools and DET set out schools' financial, reporting and other obligations in accepting the funding.

RELEASE OF INFORMATION

A list of community language schools and the amount of per capita funding provided will be published on DET's website and also published in DET's annual report.

RECORD KEEPING

For accountability and audit purposes, community language schools are required to keep copies of student enrolment information and school accreditation documentation.

AUDITS

DET's Audit and Risk Branch will conduct a program of on-site compliance audits of a sample of funded community language schools each year. The audit will look at organisational and administrative practices and verify students' eligibility for funding.

GOODS AND SERVICES TAX (GST)

If your organisation is registered for GST, DET is obliged to pay you a GST-inclusive amount. If your organisation's GST status changes, you must notify DET.

SUBMITTING AN APPLICATION FOR FUNDING

To submit an application for per capita funding in 2017 you must:

1. Have submitted an acquittal of 2016 funds (i.e. Final Report)
2. Complete the *Application for Per Capita Funding Program 2017* form
3. Enter and/or amend student details in the Excel spreadsheet for your school
4. Send the *Application for Per Capita Funding Program 2017* form and completed Excel spreadsheet to community.languages@edumail.vic.gov.au by **Friday 31 March**.

NOTE:

- **DO NOT send hard copies of your application.**
- *Schools will be notified in writing of the outcome of their application in April 2017.*

FURTHER INFORMATION

Contact: community.languages@edumail.vic.gov.au