

COMMUNITY LANGUAGE SCHOOLS FUNDING PROGRAM 2018 ELIGIBILITY OF PER CAPITA FUNDING TERMS AND CONDITIONS

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

ELIGIBILITY OF STUDENTS

The Department will fund:

- School-aged students (i.e. Prep – Year 12, between 5-18 years)
- Students who attend approved campuses of community language schools*
- Students who are Australian citizens or permanent residents
- Students whose enrolment details can be matched with a Victorian Student Number (VSN)
- Student who are enrolled in, and regularly attending the community language school as at **19 March 2018**
- Students who are home-schooled (**upon provision of a letter from the Victorian Registration and Qualifications Authority (VRQA) confirming their registration for home-schooling in 2018 has been provided.**)

Note: *Community language schools must obtain prior approval in writing from the Department for any new/additional campuses **before** applying for funding for students attending these campuses.

The Department **will not** fund:

- Pre-school children or adult students
- Students who are full-fee paying international students who attend a government or non-government school (i.e. students who hold a student visa subclass 500)
- Students who are enrolled at the Victorian School of Languages (VSL) to learn the **same** language
- Students who are enrolled at another community language school to learn the **same** language**
- Students who receive tuition or coaching for other subjects such as music and mathematics, even if the course is conducted in the community language.

Note: **Where multiple community language schools seek funding for the same student to learn the same language, by default, DET will fund the school with the least students.

COMMON FUNDING AGREEMENT

Accredited community language schools will be required to enter in to a Common Funding Agreement (CFA) before they can receive funding.

The CFA between community language schools and the Department sets out the community language school's financial, reporting and other obligations in accepting the funding.

USE OF PROGRAM FUNDING

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

- teacher salaries
- offsetting student enrolment fees
- professional development activities for teachers
- purchase of language curriculum resources
- purchase of 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

Pursuant to the terms and conditions of the CFA, the Department will fund \$215 per **eligible** student enrolled in, and regularly attending the community language school as at **19 March 2018**.

Payments will be made to community language schools by the end of June 2018, **on the condition that they have submitted their 2017 Annual Report to the Department and returned their signed CFA**. If a community language school's reportable data requires additional verification due to inaccuracies, payment may be delayed.

INSURANCE

The Australian Federation of Ethnic Schools Association (AFESA) is the national umbrella body for the Ethnic Schools Association of Victoria (ESAV) and coordinates activities to support and enhance languages education programs provided by community language schools in Victoria. Seven dollars (\$7.00) per student will be deducted from the annual per capita funding and passed on to AFESA to fund group insurance, and to provide other administrative support including hosting the Victoria annual state conference.

GOODS AND SERVICES TAX (GST)

If the community language school is registered for GST, the Department is obliged to pay the school a GST-inclusive amount. If the GST status changes, the community language school must notify the Department immediately.

DECISION TO FUND

The Department takes a comprehensive and systematic approach to the management of fraud and corruption risks and prides itself on conducting itself with complete integrity. Accordingly, the Department has a duty to deny funding in the following circumstances;

- Where students cannot be matched to a Victorian Student Number (VSN) due to missing or inaccurate data. Therefore, student enrolment data (names, date of birth etc.) should exactly match enrolment information that parents/guardians have provided when enrolling their child in their mainstream school;
- Where a community language school commits any act or does anything that is contrary to prevailing community standards, or is otherwise regarded by the public as unacceptable or brings the reputation of the Department into disrepute and as a consequence the Department believes that continued association with the community language school will be prejudicial or otherwise detrimental to the reputation of the Department;
- Where an officer, board member, employee, member, volunteer, subcontractor, representative or agent of the community language school:
 - 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).

Accordingly, the Department provides funding to accredited community language schools at its absolute discretion and funding decisions made by the Department are final. In accordance with the CFA terms and conditions, the Department reserves the right to request and receive a return of funds for students found to be ineligible for funding, and/or students whose data cannot be verified by the Department.

PRIVACY

The Department's handling of personal information is governed by the *Privacy and Data Protection Act 2014 (Vic)*. All Departmental staff have a legal duty to protect the privacy of personal information it receives. The Department does not make available personal information provided by community language schools to other organisations or individuals without individual's consent. Personal information is stored and disposed of in accordance with the Department's Record Management Policy and is handled in accordance with the *Privacy and Data Protection Act 2014 (Vic)*.

In 2018 the Department will use the SmartyGrants online grants management system to collect community language schools' funding applications. The SmartyGrants privacy policy can be found at: <https://www.smartygrants.com.au/sg/privacy/applicant/>

The Department will publish a list of community language schools on its website. The amount of per capita funding provided to each community language school will be published in the Department's annual report.

The Department is under no obligation to disclose its confidential information including report, evaluations and internal communications with community language schools.

AUDITS AND RECORD KEEPING

The Department's Audit and Risk Branch will conduct on-site compliance audits of a sample of funded community language schools each year. The audit will look at organisational and administrative practices, including evidence collected by the community language school about each student's eligibility for funding.

For accountability and audit purposes, community language schools are required to keep on record student enrolment forms and school accreditation documentation for a period of seven years, as per the CFA terms and conditions.

CLOSING DATE

Applications for per capita funding close **Monday 19 March 2018**.

FURTHER INFORMATION AND ASSISTANCE

- General enquiries: abubaker.fahry.f@esav.org.au or (03) 9349 2683
- SmartyGrants assistance: service@smartygrants.com.au or (03) 9320 6888