

## DEPARTMENT OF EDUCATION & TRAINING (DET)

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### **New process for 2015**

**DET is trialling of an electronic CLS student data collection process for 2015 to:**

- Improve and streamline the per capita funding process
- Reduce manual processing, allowing for quicker and more efficient processing of data
- Eliminate anomalies that may be missed through manual checking
- Enable earlier calculation and payment of grant entitlement to CLS than is currently possible
- Save resources and time for all

**All accredited CLS will receive an email at the school's registered email address (by 2 March) with the following files:**

- I. 2015 CLS Application for Funding Support (Complete and return with your submission- either send by post or scan and attach to email)
- II. Terms and Conditions of the 2015 Funding
- III. CLS final Report to DET (for funding received in 2014)
- IV. 2015 CLS electronic data collection **Information & Instructions**
- V. Database File called **DETDataCollection.accde**

### **CLS Electronic Student Enrolment Register Deadlines**

- Final submission to DET allowed within specified timeframe (Friday 27 March –Thursday 2 April 2015)
- Deadline date for submitting to DET: **Thursday 2 April, 2015**

### **Accreditation beyond 2015**

- Community Languages Schools which have been granted accreditation up to 31 December 2015, must submit the required documentation for reaccreditation by 30 September 2015, if they wish to claim the per capita grant in 2016.
- Please note that **it will not be possible for your school to claim funding from the Department in 2016, if your school's accreditation is not current.**
- **If your school's accreditation expires in 2015, please prepare all documentation well before the deadline date of 30 September, 2015 to allow for feedback and revisions.**

### **Final Accountability Report for funding received in 2014**

Please finalise and send your school/organisation's **Final Report for Funding received by DET in 2014** (using the 2014 DET Final Report proforma sent out to you previously), and attached together with your organisations **Financial Accountability Statement**, by: **16 April 2015**)