

CLSSA ACCREDITATION PROCESS OVERVIEW



The Community Language Schools South Australia (CLSSA) supports the teaching of languages by providing a framework for language schools to achieve accreditation. The accreditation process ensures that language schools meet the educational standards set by the Department for Education, South Australia, enabling them to deliver quality language education to students in a community-based environment.

BENEFITS OF CLSSA ACCREDITATION:

- Access to funding opportunities from the Department for Education
- Recognition as an affiliated CLS with CLSSA
- Access to resources and professional development programs for teachers
- Assurance of quality language instruction for students.

STEPS IN THE ACCREDITATION PROCESS

PHASE 1 | Setting Up Your Incorporated Association

1. **Choose a Name:** Select a unique name for your Community Language School (CLS) that reflects its mission and language focus.
2. **Draft a constitution:** Develop a constitution that outlines the school's purpose, structure, and operational guidelines.
3. **Form a committee:** Establish a governing body (e.g., president, secretary, treasurer) responsible for the school's management.
4. **Register the Association:** Register your CLS as an incorporated association with Consumer and Business Services (CBS) in South Australia.
5. **Obtain an Australian Business Number (ABN):** Apply for an ABN through the Australian Business Register.
6. **Open a Bank Account:** Set up a bank account under the name of the incorporated association to manage school funds.
7. **Obtain Insurance:** Secure public liability and professional indemnity insurance.

PHASE 2 | Finding a Venue

1. **Identify Suitable Locations:** Look for venues such as community centres, schools, or council buildings that can accommodate your language classes.
2. **Check Accessibility:** Ensure the venue is easily accessible by public transport and suitable for students of all ages.
3. **Inspect the Facility:** Assess the facility for safety, adequate lighting, ventilation, and space for learning activities.
4. **Negotiate Terms:** Discuss rent or usage fees, availability, and any required security or cleaning obligations.
5. **Sign a Lease or Agreement:** Secure the venue by signing a formal hire agreement with the venue provider or host school.

PHASE 3 | Finding Personnel for Your CLS

1. **Advertise for Teaching Staff:** Post job openings through community networks, local or online platforms.
2. **Screen Applicants:** Conduct interviews and background checks to ensure the volunteers possess appropriate qualifications and experience in language teaching.
3. **Ensure Working with Children Clearances:** Verify that all staff working with students hold valid Working with Children Checks (WWCC).
4. **Hire Administrative Personnel:** Recruit individuals to manage tasks such as enrolments, accounts, and compliance.
5. **Define Roles and Responsibilities:** Clearly outline duties for all staff members, including teaching, administration, and governance.

PHASE 4 | Student Enrolment System

1. **Set up your School on the CLSSA Student Portal:** Set up your class times and classes on our user-friendly online system for managing student applications and enrolments.
2. **Create an Enrolment Form:** Develop a comprehensive form that collects necessary student details (e.g., contact info, medical info, prior language experience).
3. **Set Up Fees and Payment Methods:** Define tuition fees and set up secure payment methods such as direct bank transfers or online payments.
4. **Maintain accurate Attendance Tracking:** Implement duty of care and ensure all student and personnel attendances are accurately entered into the CLSSA Enrolment portal after each session.
5. **Communicate Policies:** Ensure all students and parents are aware of enrolment policies, including fees, attendance, and conduct.

PHASE 5 | Operational Compliance

1. **Ensure Legal Compliance:** Familiarise your school with local and national educational regulations, including child protection laws. Ensure CLSSA policies are implemented where necessary.
2. **Health and Safety Regulations:** Ensure the venue meets all health and safety requirements (e.g., first aid, emergency exits).
3. **Data Protection Compliance:** Implement procedures for storing and managing student and staff information in compliance with privacy laws.
4. **Financial Reporting:** Establish a system for transparent financial management and reporting in line with your constitution and legal obligations.
5. **Annual General Meetings (AGMs):** Schedule regular AGMs as required by your constitution and governing laws.

PHASE 6 | Curriculum & Professional Development

1. **Develop a Curriculum:** Create a curriculum tailored to the linguistic and cultural needs of your community, aligned with the Australian Curriculum Framework for Community Language Schools.
2. **Incorporate Assessment Methods:** Implement assessment tools to track student progress and language proficiency.
3. **Organise Professional Development:** Plan regular professional development sessions for staff to improve teaching skills and stay updated with the latest language teaching methodologies.
4. **Obtain Curriculum Approval:** Submit your curriculum to the Department of Education for approval, ensuring it meets their educational standards.
5. **Integrate Cultural Activities:** Include cultural components (e.g., music, dance, festivals) to enrich the learning experience.

PHASE 7 | Final Document Submission

1. **Prepare Required Documents:** Compile all necessary documents, including your constitution, venue agreements, staff qualifications, curriculum, enrolment system details, and compliance certificates.
2. **Ensure Accuracy and Completeness:** Double-check all documents for accuracy, completeness, and compliance with the Department of Education's guidelines.
3. **Submit to the Department of Education:** Upload or send your final accreditation package to the relevant department office for review.
4. **Follow Up:** Stay in contact with the CLSSA accreditation officer to track the progress of your application.

PHASE 8 | Completion of Accreditation

1. **Receive Accreditation Confirmation:** Once approved, receive official documentation confirming your CLS's accreditation status.
2. **Display Certification:** Make accreditation certificates visible at your school and on your website.
3. **Implement Accreditation Guidelines:** Ensure ongoing adherence to the conditions set by the Department of Education as part of your accredited status.
4. **Notify Stakeholders:** Inform staff, students, and the community about your accredited status.

CLSSA ACCREDITATION PROCESS OVERVIEW



PHASE 9 | Post Accreditation

1. **Ongoing Compliance:** Continue to meet the standards required by the Department of Education, including child protection laws, financial reporting, and operational compliance.
2. **Periodic Curriculum Review:** Regularly review and update your curriculum to ensure it remains current and effective.
3. **Professional Development for Staff:** Maintain ongoing training opportunities for staff to uphold teaching quality.
4. **Monitor Student Outcomes:** Track student performance and feedback to refine the educational experience.
5. **Accreditation Renewal:** Prepare for re-accreditation when required, ensuring that all documentation and operational standards are maintained.
6. **Community Engagement:** Continue fostering relationships within the community through language and cultural events, reinforcing the school's role in supporting linguistic diversity.

The CLSSA Accreditation Process is an essential framework that helps ensure the quality, safety, and sustainability of Community Language Schools in South Australia. Through a rigorous implementation phase, CLS align themselves with Department of Education guidelines, equipping them to provide high-quality language education in a culturally inclusive environment.

CLSSA ACCREDITATION PROCESS CHECKLIST



PHASE 1 | Setting Up Your Incorporated Association | **ACTION REQUIRED**

Complete New School Form on CLSSA Website	
Provide a copy of the incorporated body 'Certificate of Incorporation'.	
Australian business number (ABN) for your Community Language School	
Please provide your Insurance Certificate of Currency	
Constitution	
Meeting minutes mentioning the establishment of your school and your school's name.	
Copy of Management committee guidelines	
Evidence of a separate Australian bank account in the name of the CLS authority	
CLS Logo	
Invoice raised to initiate/document relationship between CLSSA and the CLS (CLSSA to initiate)	
Certificate of Affiliation with CLSSA	

PHASE 2 | Finding a Venue | **ACTION REQUIRED**

Evidence of suitability at your premises	
Hire agreement for current venue	
Risk Management	
Emergency Evacuation and Emergency Plan	

PHASE 3 | Finding Personnel for your CLS | **ACTION REQUIRED**

A list of the persons and their roles on the CLS Management Committee, together with a statement of how the CLS Management Committee report to their Association	
Login Details to CLSSA Website provided by CLSSA	
A CLSSA Profile to be created on the personnel database for everyone involved in your CLS with the following documents. (Working with children check (WWCC) Safe Enrolment Training/RHHAN/FAID (if they have one and TRB Certificate (if they have one) - Teacher - Classrooms Support - Volunteer - Students over the age of 18+ not currently studying at a mainstream school - Governance Committee (Chairperson/President, Secretary and Treasurer) - CLS Management Committee (Chairperson/President, Secretary, Treasurer, Teacher Representative and Parent Representative)	
First aid certificates min of 2 personnel per each CLS venue	

CLSSA ACCREDITATION PROCESS CHECKLIST

PHASE 4 | Student Enrolment System | ACTION REQUIRED

Completed copy of Enrolment system set up form	
CLS to create an Enrolment Form for their CLS	
Accurately maintain student attendance only via the CLSSA Student Data Capture System	

PHASE 5 | Operational Compliance | ACTION REQUIRED

CLSSA CLS Site Visit	
Copy of Teacher/instructor code of conduct	
Copy of Student code of conduct	
Supervision of Student Policy	
Teaching Staff Volunteers Supervision Map and Roster	
Incursion & Excursion Policy	
First Aid	

PHASE 6 | Curriculum & Professional Development | ACTION REQUIRED

A copy of professional learning outcomes for teachers	
Have a meeting for curriculum development and knowledge with Curriculum Learning Specialist	
Received a copy of Curriculum for Review	
Approved Copy of Curriculum of formal teaching and learning of the language (Evidence of delivering a language and cultural program for a minimum of 36 weeks per year of 2 hours of tuition per week comprising of a minimum 1.5 hours of formal teaching and learning of the language)	
Conversation about Foundation Course	

PHASE 7 | Final Document Submission | ACTION REQUIRED

CLSSA to review documents	
CLS to complete proposal Accreditation letter/self-audit checklist and sign off to be submitted to Department.	
CLSSA to collate data to submit to Department	
Department approves documents submitted	
Accreditation date set	
Pre-Accreditation visit	
CLS Accredited	

PHASE 8 | Completion of Accreditation & PHASE 9 | Post Accreditation