

Accreditation Process

Check list

How to apply for accreditation?

Accreditation is assessed by the External Relations directorate of the Department for Education. The application will be submitted by CLSSA on behalf of the CLS.

To apply for accreditation, the prospective CLS authority must apply to CLSSA who will submit their application on behalf of the CLS to the Department for Education. This application must include all the CLS campuses.

If a CLS offers more than 1 language, a separate application must be completed for each language as the State Government funding provided is language specific.

The documents required as part of the application are as follows:

- Certificate of incorporation or registration
- School constitution or the governance committee constitution
- Australian business number (ABN)
- Evidence of suitability of premises
- Insurance certificate of currency
- Emergency management plan
- First aid certificates
- Working with children checks or Teachers Registration Board registration (for all instructors, teachers and volunteers, or all students 18+, or committee members)
- Accurately maintain student attendance only via the CLSSA Student Data Capture System
- Teacher/instructor code of conduct
- Student code of conduct
- Management committee guidelines

All documents must:

- be in English, or bilingual with English translation
- be relevant to the application.

To reduce the administrative burden on schools, the External Relations directorate will source the documents required for accreditation from those the school has already supplied to the CLSSA. As part of maintaining accreditation, a declaration form will be required to be completed by the CLS annually and submitted to CLSSA by 28 February each year. The declaration form is to declare the CLS is maintaining all the standards of the accreditation to be a part of the Community Language Schools program.