



Australian Government

**Department of Education, Employment
and Workplace Relations**

National Asian Languages and Studies in Schools Program

Program Guidelines
2009–2012

Updated June 2009 (v.2)

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1.1 Introduction

The Australian Government has committed funding of \$62.4 million over 2008–09 to 2011–12 for the National Asian Languages and Studies in Schools Program (NALSSP) to increase opportunities for school students to become familiar with the languages and cultures of our Asian neighbours, namely China, Indonesia, Japan and Korea.

This commitment recognises the importance of Asian languages and studies of Asia in ensuring young Australians are equipped with the skills to allow them to compete in the globalised economy of the future.

The aspirational target for the NALSSP is that, by 2020, at least 12 per cent of students will exit Year 12 with a fluency in one of the target Asian languages (Mandarin, Indonesian, Japanese and Korean) sufficient for engaging in trade and commerce in Asia and/or university study.

The NALSSP commenced on 1 January 2009.

1.2 Purpose of the Guidelines

The purpose of the National Asian Languages and Studies in Schools Program Guidelines (the Guidelines) is to set out arrangements for the administration and the delivery of the Program. These Guidelines will form part of any funding agreement entered into with any and all service providers involved with the delivery of the NALSSP and service providers will be required to comply with the Guidelines.

The Australian Government reserves the right to amend these Guidelines at its discretion. Please also refer to section 7.5 of these Guidelines. Information concerning changes to the Guidelines will be posted on the NALSSP website www.deewr.gov.au/Schooling/NALSSP.

1.3 Program Objectives

The objective of the NALSSP is to significantly increase the number of Australian students becoming proficient at learning the languages and understanding the cultures of our Asian neighbours—China, Indonesia, Japan and Korea. It also aims to increase the number of qualified Asian language teachers and develop a specialist curriculum for advanced language students.

The \$62.4 million funding over four years will include support for:

- additional Asian languages classes in high schools
- teacher training and support
- the development of specialist curriculum for students who display advanced abilities in Asian languages and studies programs.

1.4 Program Structure

The NALSSP has four main elements:

1. Funding for state and territory government and non-government education authorities (see Part 2).
2. The Strategic Collaboration and Partnership Fund (see Part 3).
3. Becoming Asia Literate: Grants to Schools (see Part 4).
4. Australian Government national projects (see Part 5).

1.5 Key Results Areas

The NALSSP funding will be allocated against three key result areas that will contribute to meeting the NALSSP aspirational target:

1. Flexible delivery and pathways

Flexible approaches to designing and delivering language programs in primary and secondary schools have significant potential to engage more students and use teachers more effectively in the teaching and learning of Asian languages and the studies of Asia. Within this key result area there are two major elements:

a. **Enabling schools:** this element focuses on the school environment and the role facilities, infrastructure and resources play in supporting the quality teaching and learning of Asian languages and the studies of Asia. It is important to create school environments that support and promote languages education. This may include:

- continuous curriculum offerings for languages across the year levels
- enabling schools to devote enough time to languages teaching and learning
- a specialist curriculum for talented students
- modern teaching facilities and resources such as videoconferencing and online learning
- specialist language teachers who understand the method of languages teaching
- opportunities for cultural and language student exchanges
- a strong culture of professional development for language teachers
- initiatives that support the implementation of the *National Statement for Engaging Young Australians with Asia in Australian Schools*¹.

b. **Strengthening strategic partnerships and networks:** this element focuses on strengthening strategic partnerships between schools, universities, higher education providers, businesses and Asian communities to support and add real world experiences to the teaching and learning of Asian languages and the studies of Asia in the school environment. This may involve the building of partnerships between stakeholders to develop centres of excellence for Asian languages and studies of Asia. This could also involve establishing reciprocal partnerships and coalitions with schools in China, Indonesia, Japan or Korea.

2. Increasing teacher supply and support

Increasing and maintaining the supply of qualified Asian language teachers and giving teachers the skills to teach about Asia are critical success factors to the NALSSP. Action must be taken to recruit and train additional language teachers, and retain, support and use existing teachers.

3. Stimulating student demand

Barriers to the study of Asian languages need to be addressed to increase the number of students studying Asian languages in the longer term. Stimulating student demand in languages education will be largely dependent on a number of factors, including introducing quality language programs in schools, addressing the perceived barrier of tertiary entrance rank arrangements, and promoting the benefits of languages education in enhancing future employment prospects in a globalised world.

1 www.curriculum.edu.au/mceetya/publications,11582.html

1.6 Stakeholders

The engagement and collaborative action of state and territory government and non-government education authorities will be critical to the success of the NALSSP. Other key stakeholders will also play an important role in realising the objectives of the NALSSP. These stakeholders include, but are not limited to:

- universities and higher education providers
- educational organisations such as the Asia Education Foundation
- the Australian Curriculum, Assessment and Reporting Authority (ACARA)
- the Australasian Curriculum, Assessment and Certification Authorities (ACACA)
- language education professional associations
- the business community
- Asian communities.

The Department of Education, Employment and Workplace Relations (DEEWR) encourages all stakeholders to work collaboratively on cross-jurisdictional and cross-sectoral initiatives and to make use of all available funding sources to ensure the impact of the NALSSP is maximised.

1.7 Funding

The \$62.4 million NALSSP funding is catalytic and is phased across four years:

2008–09	2009–10	2010–11	2011–12
\$8.05m	\$20.81m	\$30.03m	\$3.51m

FUNDING FOR STATE AND TERRITORY GOVERNMENT AND NON-GOVERNMENT EDUCATION AUTHORITIES

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2.1 Overview

The Australian Government will provide a total of \$43.68 million over 2008 to 2011 (70 per cent of funds available for the NALSSP) to government and non-government education authorities in each state and territory to support the achievement of the NALSSP 2020 aspirational target and the three key result areas.

Education authorities must ensure that activities funded under the NALSSP support the three key result areas (as outlined in section 1.5).

In recognition of the importance of increasing the supply and support of teachers of Asian languages and studies of Asia, state and territory government and non-government education authorities have agreed, in principle, to focus active efforts on ensuring the supply of quality teachers of Asian languages and studies of Asia. State and territory government and non-government education authorities must identify the proportion of funding to be directed to support the supply of teachers of Asian languages and studies of Asia in each state or territory.

Beyond this requirement, education authorities will have the flexibility to allocate funding within their state or territory across the key result areas to maximise their investment opportunities and to ensure they are able to respond to the particular issues and local considerations facing Asian languages and studies of Asia within their state or territory.

DEEWR encourages all school sectors to work collaboratively on cross-jurisdictional and cross-sectoral activities to maximise the impact of NALSSP activities, reduce duplication and achieve economies of scale.

2.2 Funding

Funding for state and territory government and non-government education authorities will be phased across three years:

2008–09	2009–10	2010–11
\$7.0m	\$14.84m	\$21.84m

2.2.1 Funding allocations

The NALSSP funding allocations have been determined by the Australian Government. State and territory government and non-government education authorities NALSSP funding allocations have been calculated according to the number of full-time student enrolments as reported in the Australian Bureau of Statistics' publication *Schools, Australia, 2007*². These allocations are shown in Table 1.

2 Australian Bureau of Statistics, *Schools, Australia, 2007* (ABS Cat. No. 4221.0)

Table 1: NALSSP funding to state and territory education sectors

State	Student enrolment share	NALSSP funding over 2008–09 to 2010–11			
		2008–09	2009–10	2010–11	TOTAL
		\$	\$	\$	\$
NSW - Total	32.47%	2,272,609	4,817,931	7,090,540	14,181,080
NSW Govt	21.59%	1,511,320	3,203,998	4,715,318	9,430,636
NSW CEC	7.01%	490,554	1,039,974	1,530,528	3,061,057
NSW AIS	3.87%	270,735	573,959	844,694	1,689,388
VIC - Total	24.41%	1,708,454	3,621,922	5,330,375	10,660,750
VIC Govt	15.69%	1,097,953	2,327,660	3,425,613	6,851,225
VIC CEC	5.38%	376,391	797,949	1,174,340	2,348,681
VIC AIS	3.34%	234,110	496,312	730,422	1,460,844
QLD - Total	20.43%	1,429,910	3,031,410	4,461,320	8,922,639
QLD Govt	14.02%	981,167	2,080,075	3,061,242	6,122,485
QLD CEC	3.56%	249,120	528,134	777,253	1,554,507
QLD AIS	2.85%	199,623	423,201	622,824	1,245,648
WA - Total	10.09%	706,015	1,496,751	2,202,766	4,405,533
WA Govt	6.72%	470,442	997,338	1,467,780	2,935,560
WA CEC	1.87%	130,572	276,813	407,385	814,771
WA AIS	1.50%	105,000	222,601	327,601	655,202
SA - Total	7.36%	515,185	1,092,193	1,607,379	3,214,757
SA Govt	4.80%	335,817	711,933	1,047,750	2,095,501
SA CEC	1.36%	95,477	202,412	297,889	595,778
SA AIS	1.20%	83,891	177,849	261,739	523,479
TAS - Total	2.40%	167,718	355,563	523,281	1,046,561
TAS Govt	1.72%	120,732	255,951	376,682	753,365
TAS CEC	0.41%	28,440	60,293	88,734	177,468
TAS AIS	0.26%	18,546	39,318	57,865	115,729
NT - Total	1.12%	78,412	166,234	244,646	489,292
NT Govt	0.85%	59,245	125,599	184,844	369,689
NT CEC	0.14%	9,613	20,380	29,993	59,987
NT AIS	0.14%	9,554	20,254	29,808	59,616
ACT - Total	1.74%	121,697	257,997	379,693	759,386
ACT Govt	1.01%	70,926	150,362	221,288	442,576
ACT CEC	0.51%	35,415	75,079	110,494	220,987
ACT AIS	0.22%	15,356	32,555	47,912	95,823
TOTAL	100%	7,000,000	14,840,000	21,840,000	43,680,000

2.3 Funding Agreement

Funding agreements will cover the period from the date the agreement is signed to 31 December 2011. Project activities must not commence until the funding agreement has been signed by all relevant parties.

Funding for education authorities in each state and territory will be provided through two types of funding agreements, either:

1. an individual funding agreement between the Australian Government and each government and non-government education authority in a state or territory, or
2. through a cross-sectoral funding agreement between the Australian Government and all education authorities in a particular state or territory.

It is considered that providing state and territory government and non-government education authorities with the choice of the nature of funding agreements that could be entered into provides for greater flexibility and increased opportunities for cross-sectoral collaboration within a state or territory.

Cross-sectoral funding agreements may be entered into by one education authority ('lead authority') on behalf of the other parties to the cross-sectoral agreement, or as a multi-party agreement entered into by each education authority covered under the funding agreement. All parties to a cross-sectoral agreement will be jointly and individually responsible for ensuring the project is conducted in accordance with the funding agreement. Where authorities elect to enter into a cross-sectoral agreement where the agreement is with a lead authority, this authority will be responsible for:

- a. ensuring that it complies with the obligations under the funding agreement
- b. distributing the funding provided by the Commonwealth under the funding agreement to the other authorities in the group, and
- c. making arrangements with the other authorities in the group.

It is the responsibility of the state and territory government and non-government education authorities in each state and territory to advise DEEWR in writing by 30 January 2009 whether they wish to enter into an individual funding agreement or a cross-sectoral funding agreement. If applicable, authorities should also identify the lead authority.

Agreements may be varied at any stage with the agreement in writing of both or all parties, including DEEWR.

2.3.1 Cross-sectoral committees

As a condition of a cross-sectoral funding agreement, all education authorities within a state or territory that participate in a cross-sectoral funding agreement must form a cross-sectoral committee.

Where the agreement is entered into by a lead authority, this authority must establish the cross-sectoral committee. Where the agreement is entered into by multiple parties, the authorities must nominate an authority to establish the cross-sectoral committee.

Cross-sectoral committees must include representatives of the state and territory government, Catholic and independent school sectors within a state or territory who are participating in the cross-sectoral agreement. Cross-sectoral committees may also include other stakeholders, including senior DEEWR officers.

The responsibilities of each cross-sectoral committee include the following:

- Establishing terms of reference for the cross-sectoral committee.
- Reviewing the strategic plan and annual report(s) before they are provided to DEEWR.
- Ensuring that each sector is actively involved in the NALSSP activities and initiatives outlined in the strategic plan and working collaboratively with other sectors and states and territories where possible.
- Consulting with school leaders, teachers and other stakeholders on the challenges and priorities relating to each NALSSP target language.
- Consulting with school leaders, teachers and other stakeholders on the types of activities that will be offered in the state or territory.
- Contributing to and participating in NALSSP marketing and evaluation activities.

Education authorities entering into individual funding agreements are encouraged to work collaboratively with other education authorities in their state or territory, as well as with other states and territories. This may involve the establishment of cross-sectoral or cross-jurisdictional working groups.

2.3.2 Strategic plan

A strategic plan for the entire funding period (2009 to 2011) must be developed and submitted to DEEWR for each NALSSP funding agreement entered into. The funding agreement will contain an obligation to provide this strategic plan to DEEWR. This means for cross-sectoral funding agreements where all education authorities in a state or territory are signatories or where the agreement is entered into by a lead authority, only one strategic plan for that state or territory will be required. For cross-sectoral funding agreements, the strategic plan must be agreed to by all members of the cross-sectoral committee before being submitted to DEEWR.

Strategic plans must be submitted to DEEWR within four weeks of signing the funding agreement.

The strategic plan must include the following:

- A situational and needs analysis identifying the key challenges facing the teaching and learning of the NALSSP languages and studies of Asia in the state or territory.
- The proposed NALSSP activities and initiatives for the three year period (2009 to 2011) and a discussion about how these align with the Program's objectives and three key result areas, particularly how they will achieve maximum impact and will connect to the broader strategic environment for the NALSSP.
- A description of how the activities and initiatives have the potential to support future work in Asian languages and studies of Asia beyond 2011.
- An outline of proposed collaboration between sectors, other states or territories and other NALSSP stakeholders in implementing NALSSP activities and initiatives.
- A breakdown of how funding will be expended over the three year period.
- Information on the membership and terms of reference of the cross-sectoral committee. If the membership changes, advice in writing must be provided to DEEWR at the time of the change.

The strategic plan may be varied at any stage with the agreement of both or all parties, including DEEWR.

2.3.3 Reporting obligations

Education authorities must comply with the reporting obligations as set out in the funding agreement.

Education authorities are required to submit to DEEWR an annual report on the activities set out in the strategic plan that provides information with respect to activities undertaken in the preceding calendar year. An annual report must be submitted to DEEWR for each funding agreement entered into. This means for cross-sectoral agreements, where all education authorities in a state or territory are signatories or where the agreement is entered into by a lead authority, only one annual report for that state and territory will be required. For cross-sectoral funding agreements, the annual report must be agreed to by all members of the cross-sectoral committee before being submitted to DEEWR.

Annual reports must include the following information:

- Analysis of outcomes—discussion of the extent to which projects have successfully addressed the three key result areas identified in the strategic plan.
- Discussion of cross-sectoral and/or cross-jurisdictional activities.
- Report on the work of the cross-sectoral committee (meeting, actions etc).
- Summary of any evaluations or reviews (include copies of full documents).
- Discussion of any major challenges encountered and action taken.
- A review of the strategic plan and discussion of any proposed changes.
- De-identified data with respect to the number of primary and secondary school students by year level studying Mandarin, Indonesian, Japanese, and Korean; and the number of teachers delivering a language program in one of the four target languages with their sector (for an individual funding agreement) or for each sector in a state or territory (for a cross-sectoral funding agreement).
- (Where applicable) a list of current cross-sectoral committee members.

Annual reports must be submitted to DEEWR by 31 December 2009, 31 December 2010 and 30 November 2011. Failure to submit an annual report by the specified delivery date could affect the timing of funds release to education authorities.

2.3.4 Summary of requirements

Table 2.0 provides a summary of the requirements for state and territory education authorities under the two types of funding agreement as outlined in section 2.3.

2.3.5 Payment and acquittals

Before the first payment can be made a funding agreement must be signed by all relevant parties and all obligations to which that payment relates must have been completed, including a strategic plan approved by DEEWR. A properly rendered tax invoice must also be submitted to DEEWR.

Subsequent payments will not be made until all obligations to which that payment relates have been completed, including that DEEWR receives and accepts the following items:

- an annual report as identified in the funding agreement
- an acquittal showing that previous payment have been fully expended
- a correctly rendered tax invoice for the amount of the payment due.

DEEWR will make payments to education authorities once all obligations to which the payment relates have been completed, and in the following instalments:

- payment on signing of the funding agreement and approval of the strategic plan
- payment on receipt and approval of each annual report (January 2010 and January 2011)
- final payment on receipt and approval of the final report (December 2011).

Table 2: Summary of requirements

	Individual funding agreements	Cross-sectoral funding agreement
Type of funding agreement	Individual funding agreement between the Commonwealth and each state and territory government and non-government education authority.	One cross-sectoral funding agreement between the Commonwealth and all education authorities in a state or territory. The cross-sectoral agreement may be entered into by a lead authority on behalf of the other parties or as a multi-party agreement entered into by each education authority in a state or territory.
Cross-sectoral committee	The establishment of a cross-sectoral committee is not required but state and territory government and non-government education authorities are encouraged to work collaboratively on cross-sectoral and cross-jurisdictional activities.	The lead education authority or a nominated education authority in each state or territory must establish a cross-sectoral committee. Other signatories to the funding agreement must actively participate as a member on the cross-sectoral committee.
Strategic plan	Each state and territory government and non-government education authority must develop and submit an individual strategic plan to DEEWR.	A single strategic plan to be developed for all education authorities within a state or territory. The strategic plan must be agreed to by all members of the cross-sectoral committee before being submitted to DEEWR.
Annual report	Each state and territory government and non-government education authority must prepare and submit an individual annual report to DEEWR.	A single annual report to be prepared and submitted to DEEWR for all education authorities within a state or territory. Student and teacher data to be reported by sector level. The annual report must be agreed to by all members of the cross-sectoral committee before being submitted to DEEWR.

3.1 Overview

The Australian Government will make a total of \$9.36 million over 2008 to 2012 (15 per cent of funds available for the NALSSP) available to organisations, including universities, higher education providers, businesses and Asian communities, through the Strategic Collaboration and Partnership Fund (the Partnership Fund).

The Partnership Fund seeks to promote the teaching and learning of the four identified Asian languages and studies of Asia. The Partnership Fund provides an incentive for organisations to undertake activities that will actively promote the advantages of studying an Asian language and Asian culture.

Proposals will be sought in three annual competitive funding rounds. Funding rounds will be conducted in two-stages, commencing with a call for expressions of interest (see section 3.4.4) in March of 2009, 2010 and 2011.

An information pack and application forms will be available from the NALSSP website at the commencement of each funding round. The information pack will provide further details regarding the Partnership Fund's key priority areas and the application process, including the closing date for expressions of interest.

3.2 Key Priorities

The current key priority areas for the Partnership Fund are identified below. Additional key priority areas may be identified at the discretion of the Minister.

The current priority areas for funding are:

- Projects that involve strategic partnerships and delivery coalitions between organisations in the teaching and learning of the four Asian languages and studies of Asia. For example, this could involve partnerships in developing centres of excellence, courses of study for students, or teacher training courses in Asian languages or studies of Asia.
- Projects that identify strategies to increase language teacher supply and support, including recruitment and pre-service training of teachers.
- Projects that stimulate student demand and create incentives for students to study one of the four identified Asian languages, particularly at the senior secondary level.
- Projects that use technological infrastructure or applications in the teaching and learning of the four Asian languages and studies of Asia.

Organisations will be notified of any additional key priority areas before the opening of each funding round.

3.3 Funding

Funding for the Partnership Fund will be phased across four years:

2008-09	2009-10	2010-11	2011-12
\$0.0m	\$2.34m	\$3.51m	\$3.51m

3.4 Application Procedures

3.4.1 Eligibility

Organisations, including universities, higher education providers, businesses and Asian communities may apply for a grant under the Partnership Fund.

In order to be eligible to receive a grant under the Partnership Fund, an organisation must be capable of entering into a funding agreement with the Australian Government. Funding applicants must be a body corporate and must have an Australian Business Number (ABN) which is registered for GST.

DEEWR will accept applications from consortia. DEEWR requires that consortia appoint a lead member who is authorised to deal on behalf of all members of the consortia. For the purposes of a funding application, all consortia members must clearly be identified and the identity of the lead member must be clear. DEEWR may subsequently require all consortia members to execute statutory declarations stating that the lead member has the authority to bind other members.

3.4.2 Use of funding

Grants are provided to support projects of a developmental, pilot or introductory nature and are not provided for indefinite or ongoing support. Proposed projects must not only have the potential to create benefits in localised contexts, but also able to be scaled across a broader context to achieve systematic impact. Proposed projects must also be capable of being sustained beyond the project's period of funding.

Grants made under the Partnership Fund can not be used for recurrent funding of projects. Proposals which have a primary focus on major building works will not be supported through this fund.

3.4.3 Funding available

Grant allocations will vary in accordance with the scope and nature of specific projects. The level of funding approved will be subject to the assessment of the grant proposal by DEEWR. DEEWR will recommend to the Minister the level of funding each successful grant proposal will receive, taking into account that no grant recipient (including consortia) will be awarded more than \$500,000 (GST exclusive).

Applicants need to be aware that if an application for a grant under the Partnership Fund is successful, the Australian Government will expect work to commence within a reasonable time. Funds may be withdrawn if the project has not commenced within the agreed timeframe.

3.4.4 Application process

In March 2009, 2010 and 2011, DEEWR will advertise on the NALSSP website and through other appropriate communication channels that it is calling for expressions of interest for projects that meet the Partnerships Fund's current funding priorities.

Expressions of interest must be submitted to DEEWR by the specified closing date using the application form available to download from the NALSSP website. DEEWR will not accept expressions of interest that are received after the closing date.

DEEWR will assess expressions of interest against the Partnership Fund's priorities and the assessment criteria. Expressions of interest which DEEWR considers best meet the funding priorities and assessment criteria will be invited in writing to submit a full application for a grant under the Partnership Fund and proceed to stage two of the process.

Full applications must be submitted to DEEWR by the specified closing date using the appropriate application form available to download from the NALSSP website. DEEWR will not accept full applications that are received after the closing date.

Full applications will only be considered as part of a funding round where they have been preceded by an expression of interest, and must be based on the project proposed in the expression of interest.

There is no limit on the number of expressions of interest an entity may submit for funding under the Partnership Fund.

Both successful and unsuccessful applicants may reapply in subsequent rounds by submitting further expression(s) of interest.

3.5 Assessment of Expressions of Interest

DEEWR will assess expressions of interest, in consultation with relevant stakeholders to seek expert advice. Applicants will be asked as part of their expression of interest form to consent to the disclosure of their expression of interest or details relating to their expression of interest to be disclosed to relevant stakeholders for the purposes of the assessment. Applicants will also be asked to clearly identify any information contained in their expression of interest that is confidential and the reasons why the information is confidential.

Proposals will be assessed against the following criteria, weighted equally:

- a. the extent to which the proposal relates or will achieve the NALSSP objectives
- b. alignment with the three key result areas and the key priorities as identified at section 3.2 of the Guidelines and on the NALSSP website, and
- c. the feasibility of the proposal, the resources applied and the degree to which the proposal represents value for money.

3.6 Assessment of Full Applications

If DEEWR invites an applicant to submit a full application, the assessment of that full application will be made by a panel arranged and convened by DEEWR. Applicants will be asked as part of their full application form to consent to the disclosure of their full application or details relating to their full application to be disclosed to relevant stakeholders for the purposes of the assessment. Applicants will also be asked to clearly identify any information contained in their full application that is confidential and the reasons why the information is confidential.

Assessment criteria will be included in the information pack for the relevant funding round. At a minimum the assessment criteria will include:

- a. the demonstrated need for the project
- b. the degree of financial or in-kind contributions from the applicant, collaborating partners and other sources, including other funding provided by DEEWR or other Australian Government agencies
- c. the degree to which the school system and the wider community will benefit as a whole from the project.

3.6.1 Timeframe for assessment

The assessment of full applications will take up to 10 weeks. Applicants will be notified of the outcome at the end of this period in writing. On request, DEEWR will provide feedback to unsuccessful applicants on the assessment of their proposal.

3.6.2 Requests for further information from applicants

DEEWR may, at its discretion, request in writing clarification or additional information from an applicant in respect of their expression of interest or full application at any time. The applicant must reply in writing to any request from DEEWR under this section within five working days of that request or such longer time as specified in the request. If an applicant fails to provide clarification or additional information in accordance with DEEWR's request, DEEWR will assess the relevant expression of interest and full application on the information provided as at the date of the request for clarification or additional information.

3.6.3 Financial viability

Organisations submitting a full application for funding under the Partnership Fund may be asked to complete a financial viability questionnaire which may be assessed by DEEWR in considering the proposal.

3.7 Approval of Grants

The Minister will determine the allocation of grants under the Partnership Fund, including the amount of funding and the conditions under which they are made.

3.8 Funding Agreement and Reporting Requirements

The specific project activities and the timeframe for reporting will be set out in the relevant funding agreement. The funding agreements will provide that funding recipients will be required to submit a project plan (as set out in section 3.8.1), a progress report (as set out in section 3.8.2), a final report (as set out in section 3.8.3), and any other reports specified in the funding agreement, at times specified in the funding agreement.

The funding recipient will be required to report performance information on the project, including feedback from key stakeholders. The specific information to be reported on will be determined in consultation with DEEWR and will be specified in the funding agreement.

3.8.1 Project plan and budget

Funding recipients will be required to develop and submit to DEEWR a project plan and final budget for the entire funding period. The purpose of the plan is to set out the delivery of the project from planning through to reporting. The project plan and budget will be based on the full application submitted and must be informed by negotiations with DEEWR.

Project plans may be amended during the funding period, subject to approval by DEEWR.

3.8.2 Progress Report

Funding recipients must provide a progress report in accordance with the funding agreement. The purpose of the progress report is to provide an update on activities and performance of the project.

3.8.3 Final Report

Funding recipients must provide a final report at the conclusion of their agreement, or upon termination of the agreement. The purpose of the final report is to provide a consolidated overview of activities and performance over the full funding period.

3.8.4 Payments

Payments will be based on the achievement of milestones to be specified in funding agreements. Payment schedules and amounts will be negotiated with individual funding recipients and will be specified in funding agreement.

All payments are subject to compliance with the funding agreement, which includes the submission of correctly rendered tax invoices and financial statements and satisfactory performance against funding milestones.

3.9 Relationship to Other Programs

An organisation already receiving a grant under other funding programs is not prevented from applying for a grant under the Partnership Fund, provided that the grant application does not seek to fund the same activities.

In assessing grant proposals under the Partnership Fund, DEEWR will consider other funding provided by DEEWR or other Australian Government agencies.

4.1 Overview

Funding of \$6.24 million over 2008 to 2011 (10 per cent of funds available for the NALSSP) is provided for an outreach program, *Becoming Asia Literate: Grants to Schools* (Grants to Schools), which provides direct grants to primary and secondary schools in each state and territory. The Grants will provide schools with funding to promote the teaching and learning of Asian languages and/or the studies of Asia in their schools.

Proposals will be sought in three annual competitive funding rounds in May 2009, 2010 and 2011. The Asia Education Foundation (AEF), working in collaboration with DEEWR and the state and territory education authorities, is responsible for assessing and administering the Grants to Schools.

An information pack and an application form will be available from the NALSSP website at the commencement of each funding round. The information pack will provide further detail regarding the Grants to Schools' key priority areas and the application process, including the selection criteria.

4.2 Asia Education Foundation

The Asia Education Foundation (AEF) is a joint activity of Asialink at The University of Melbourne and Curriculum Corporation. Since 1992, the AEF has received core funding from DEEWR.

The AEF works in partnership with government and non-government education agencies, universities, philanthropic foundations and the corporate sector to:

- promote and support the study of Asia across the curriculum
- develop Asia-related print and electronic materials
- promote the study of Asia through professional learning
- educate the broader community about the importance of young Australians engaging with Asia.

4.3 Funding

Funding for the Grants to Schools will be phased across three years:

2008–09	2009–10	2010–11
\$1.0m	\$2.12m	\$3.12m

4.3.1 Provision of funding to the Asia Education Foundation

These funds are provided to the AEF under a funding agreement to cover the financial years 2008–09 to 2010–11. The funding agreement includes the schedule of payments, planning and reporting requirements.

The AEF is required to ensure that 90 per cent of the total funding for Grants to Schools is provided directly to schools.

4.4 Eligibility for Grants to Schools

To benefit from the Grants to Schools, schools must be registered with a state or territory registration authority.

A primary or secondary school may submit a proposal as part of a cluster of local schools. A lead member must be identified to deal with the AEF on behalf of all members of the school cluster. For the purposes of the Grants to Schools, multi-campus schools are not considered to be a cluster, and will be considered to be a single school.

4.5 Use of Grants

Grant proposals must have a focus on school-based activities or initiatives that support language learning and/or the embedding of studies of Asia in one or more of the school curriculum learning areas as identified in the *Melbourne Declaration on Educational Goals for Young Australians*³. Proposed projects must have the potential to create benefits that will extend beyond the boundaries of the funding recipient's school.

The Grants to Schools provide the flexibility for primary and secondary schools to identify priority areas within schools for investment. Projects funded under the Grants to Schools may be wide ranging. The range of strategies could include the following:

- professional learning for teachers and school leaders in Asian languages and studies of Asia
- development and use of online or virtual learning environments
- community outreach/advocacy initiatives
- curriculum mapping and writing
- curriculum resource acquisition
- electronic linking with schools in the Asian region
- supporting a range of in-country study scholarships
- supporting sister school relationships
- supporting the transition of students from primary to secondary school (middle school initiatives).

Grant proposals that focus on innovative school community-based strategies or initiatives will be encouraged. Grants to Schools are not provided for ongoing support or the recurrent funding of projects. Proposals which have a primary focus on significant building works or infrastructure development will not be supported through this fund.

4.5.1 Funding available

It is likely that grant allocations will vary in accordance with the scope and nature of specific projects. The AEF will recommend to DEEWR the level of funding each successful grant proposal will receive, taking into account that no individual school will be awarded more than \$20,000 (GST exclusive).

Some schools may have multiple campuses. Individual campuses in a multi-campus school may apply for an individual grant for a specific project under the Grants to Schools. No individual school campus will be awarded more than \$20,000 (GST exclusive). Total funding for a multi-campus school will not exceed \$40,000 (GST exclusive).

For cluster school applications the following guide is provided:

- two schools may be funded to a maximum of \$25,000 (GST exclusive)
- four schools or more may be funded to a maximum of \$40,000 (GST exclusive).

Applicants need to be aware that if an application for a grant under the Grants to Schools is successful, the Australian Government and the AEF will expect work to commence in a reasonable time. Projects should be implemented over a minimum period of 12 months. Funds may be withdrawn if the project has not commenced within the agreed timeframe.

Schools in receipt of a grant under the Grants to Schools are not precluded from accessing funding under other elements of the NALSSP.

4.5.2 Allocation of grants

Where possible, grants under the Grants to Schools will be allocated to achieve representation across:

- all states and territories
- government, Catholic and independent schools
- primary, secondary and P–12 schools.

Funding available for each funding round of the Grants to Schools will be allocated in accordance with the number of schools in each state and territory as reported in the Australian Bureau of Statistics' publication *Schools, Australia*⁴. An indicative breakdown of funding for each state and territory will be included in the information pack for each funding round.

If a state or territory allocation is not fully taken up, AEF on behalf of DEEWR, reserves the right to offer additional places to grant applicants from other states and territories. The AEF, in consultation with DEEWR, will determine the reallocation.

4.6 Application Process

The application process will be determined by the AEF, in consultation with DEEWR. In May 2009, 2010 and 2011, the opening of the Grant to Schools funding round will be advertised on the NALSSP website and through other appropriate communication channels. Schools seeking to receive a grant under the Grant to Schools will be required to complete the application process online.

As a minimum, proposals should include:

- a description of the proposed project, including its rationale and how it meets the objectives of the NALSSP
- a description of who the project would target
- a project plan that identifies the major activities and timelines for the proposal
- an indication of support for the proposal from the school's education authority
- a project budget outlining funding required to support the project, including any in kind and/or financial contribution made by the school.

The assessment of proposals will be managed by the AEF in consultation with DEEWR and the state and territory education authorities. Details on this process, including selection criteria, will be available in the information pack when each funding round opens.

4.7 Letter of Agreement

Schools receiving funding under the Grants to Schools will be required to enter into a letter of agreement with the AEF. The letter of agreement will stipulate the conditions under which the grant is provided. The Commonwealth will not be a party to these agreements.

It is a condition of funding that schools must agree to share progress and outcomes with a wider audience, including the preparation of material for publishing on the NALSSP website.

4.8 Contacting the Asia Education Foundation

Contact details for the Asia Education Foundation are:

Asia Education Foundation, The University of Melbourne VIC 3010

Tel: (03) 8344 4800

Fax: (03) 9347 1768

Email: aef@asialink.unimelb.edu.au

Website: www.asiaeducation.edu.au

4 Australian Bureau of Statistics, *Schools, Australia* (ABS Cat. No. 4221.0)

5.1 Overview

Funding of \$3.12 million over 2008 to 2011 (five per cent of funds available for the NALSSP) will be used by the Australian Government to lead a range of national projects to foster the learning of the languages and understanding the cultures of the four identified Asian countries.

The Australian Government will direct the funding to commission projects that support the objectives of the NALSSP at a national level, including new or emerging Australian Government priorities to support the teaching and learning of Asian languages.

5.2 Funding

Funding for national projects will be phased across three years:

2008–09	2009–10	2010–11
\$0.05m	\$1.51m	\$1.56m

5.3 Project Selection and Funding

The Minister or the Minister's delegate will approve national projects including the amount of funding and the conditions under which they are made.

Depending on the nature of the project, projects may be offered for tender under normal Australian Government procurement procedures.

Funding under the national projects element of the NALSSP will not be directed to individual schools.

5.4 Funding Agreements

Depending on the nature of the project, the Australian Government will enter into a funding agreement, consultancy contract or a contract for services with the project recipient.

The funding agreement will describe the purpose for which the project funding will be used and provide a description of how, when and where the project must be delivered. Where the project involves the procurement of a consultancy or other services, the contract will describe the required services and the fee payable for those services.

5.5 Reporting Requirements

Specific reporting requirements will be contained in the funding agreement or contract.

DEEWR will monitor the project's progress against the funding agreement or contract through progress and/or final reports. Funding should only be used for the purposes specified in the funding agreement or contract.

6.1 Financial Management

The NALSSP is an Administered Item funded by Commonwealth Appropriations⁵ to DEEWR under Outcome 2: School Education—*Schools and other educators provide high quality teaching and learning to all Australian children, creating good foundation skills and positive life opportunities.*

Funding for the NALSSP runs on a financial year basis and funding is dependant upon annual appropriations by Parliament.

DEEWR's management of the funding is governed by the requirements of the *Financial Management and Accountability Act 1997* (and related instruments).

6.1.1 GST treatment

If GST is payable by a funding recipient on the transaction between the Australian Government and the funding recipient, the Australian Government will increase the funding to cover the GST payable.

6.2 Financial Reporting

Financial reporting and acquittal processes are intended to ensure that funds have been spent in accordance with the funding agreement and the expenditure represents an efficient, effective and ethical use of those funds. Recipients of funding under a funding agreement must, in accordance with the funding agreement, maintain financial documents and records must be maintained to enable:

- all income and expenditure related to the project to be identified in the project recipient's accounts
- the preparation of financial statements in accordance with Australian Accounting Standards
- the audit of those records and documents in accordance with Australian Auditing Standards and generally accepted audit practices.

6.3 Recognition and Acknowledgment

A condition of funding provided under a funding agreement is that funding recipients must acknowledge the Australian Government's contribution to the Program. As a minimum, funding recipients must adhere to the procedures and requirements as set out in the funding agreement.

6.4 Program Evaluation

It is a condition of funding that funding recipients and contractors support, assist and cooperate with any evaluation of the NALSSP commissioned by DEEWR.

If funding recipients and contractors undertake their own review or evaluation of NALSSP projects, they must provide DEEWR with a copy of the findings for use in the overall Program evaluation.

6.4.1 Program review

DEEWR will be responsible for reviewing the NALSSP and will draw on data and information from a range of sources to evaluate the appropriateness, effectiveness and efficiency in achieving outcomes.

Key stakeholders will participate and contribute to monitoring and evaluating activities. Information provided by project recipients in their final report will also support the overall evaluation and public reporting for the NALSSP, including to Parliament.

⁵ *Annual Appropriation Act No. 1*

7.1 Freedom of Information

The *Freedom of Information Act 1982* (FOI Act) extends as far as possible the right of the Australian community to access information in the possession of the Government of the Commonwealth.

All documents created by DEEWR or in the possession of DEEWR are subject to the FOI Act. Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.

All Freedom of Information (FOI) requests are to be referred immediately to the FOI Coordinator in the Administrative Law Branch, Legal, Investigations and Procurement Group (LIPG), in DEEWR's National Office.

It is very important that FOI requests are forwarded immediately on receipt to DEEWR, as there are strict statutory timelines that apply to FOI requests. Decisions regarding requests for access will be made by the authorised officer in accordance with the requirements of the FOI Act.

7.2 Privacy

In administering the NALSSP, DEEWR is bound by the provisions of the *Privacy Act 1988*. Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs), which prescribe the rules for handling personal information: www.privacy.gov.au/publications/ipps.html.

Persons, bodies and organisations involved in the NALSSP must abide by the IPPs and the Privacy Act when handling personal information collected for the purposes of the Program. In brief, this means that those persons, bodies and organisations must ensure that:

- personal information is collected in accordance with IPPs 1–3
- suitable storage arrangements, including appropriate filing procedures, are in place
- suitable security arrangements exist for all records containing personal information
- access to a person's own personal information held by the organisation is made available to the person at no charge
- records are accurate, up to date, complete and not misleading
- where a record is found to be inaccurate, the correction is made
- where a person requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment are noted on the record
- the personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by IPP 10
- personal information is only disclosed in accordance with IPP 1.

7.2.1 Privacy complaints and advice

Complaints about breaches of privacy should be referred to the Privacy Contact Officer in the Legal, Investigations and Procurement (LIP) Group in DEEWR's National Office.

Privacy complaints can be made directly to the Federal Privacy Commissioner; however, the Federal Privacy Commissioner prefers that DEEWR be given an opportunity to deal with the complaint in the first instance.

7.3 Compliance with Discrimination Legislation

NALSSP projects must be conducted in a manner that supports the principle of non-discrimination. Funding recipients and contractors will be subject to the provisions of the following Acts:

- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Human Rights and Equal Opportunity Commission Act 1986*
- *Disability Discrimination Act 1992*
- *Age Discrimination Act 2004*
- any legislation and other requirements relevant to working with children (see Appendix A).

Under the Commonwealth Disability Strategy, barriers which prevent people with disabilities from having access to policies, programs and services must be removed. More information on the strategy, and some useful resources, is available from www.facsia.gov.au/disability/cds/index.htm.

7.4 Compliance with Other Legislation

NALSSP contracts may also specify that contractors must comply with a range of other legislation.

This may include (but is not limited to):

- *Archives Act 1983*
- *Criminal Code and Crimes Act 1914*
- *Equal Opportunity for Women in the Workplace Act 1999*
- *Workplace Relations Act 1996*.

7.5 Amendments, Suspension and Termination

Notwithstanding any other provisions contained in this document, DEEWR reserves the right in its absolute discretion to vary any information, requirement, terms, process, time period, time or date set out in this document. Any clarifications or amendments to information about the NALSSP will appear on NALSSP website. DEEWR does not undertake to inform any party when additional information is posted on this website.

7.6 Contact information

Inquires about these Guidelines or the NALSSP should be directed to:

The Director

Languages and Asian Studies Section

National Curriculum Branch

Department of Education, Employment and Workplace Relations

GPO Box 9880

CANBERRA ACT 2601

Email: nalssp@deewr.gov.au

Website: www.deewr.gov.au/Schooling/NALSSP

This glossary is not intended to substitute for the defined terms in the funding agreement.

AEF	Asia Education Foundation
Education authorities	Refers to state and territory government and non-government education authorities
DEEWR	Department of Education, Employment and Workplace Relations
Funding recipient	An organisation that receives funding through the National Asian Languages and Studies in Schools Program
Grants to Schools	Refers to <i>Becoming Asia Literate: Grants to Schools</i>
Guidelines	Refers to the National Asian Languages and Studies in Schools Program Guidelines
Lead authority	Refers to one education authority in a state or territory signing a cross-sectoral funding agreement on behalf of other parties in a state or territory to a cross-sectoral agreement
Minister	Refers to the Australian Government Minister for Education
NALSSP	National Asian Languages and Studies in Schools Program
Partnership Fund	Refers to the Strategic Collaboration and Partnership Fund
Program	Refers to the National Asian Languages and Studies in Schools Program
Program website	www.deewr.gov.au/Schooling/NALSSP
Project	Refers to the activities funded by the Commonwealth under a funding agreement as specified in the description of the Project in the funding agreement
Teacher(s)	Encompasses classroom teachers and school leaders (principals and others)

APPENDIX A

- A. Funding recipients and contractors will be required to comply with relevant state/territory legislation requiring screening for persons who work with children.
 - B. Funding recipients and contractors must complete a National Criminal History Record Check in accordance these requirements (which will also be included in the funding agreement or contract) for all individuals participating in a project who are not required to be screened under relevant state/territory legislation or in states/territories where there is no legislation requiring screening for persons who work with children.
1. For the purposes of these Guidelines, unless the contrary intention appears:

'Contact with Children' means substantial contact with an individual or substantial contact with a group, (whether that contact is supervised or not) where the individual, or at least one member of the group, is under the age of 18 years, and includes both physical and non-physical contact, including over the internet, via telephone, or any other form of communication;

'NCHRC' means a national criminal history records check undertaken for the purposes of working with children;

'Teacher' means a person who is a teacher in a school and who is involved in the delivery of the project because they are a teacher teaching in a school.
 2. Funding recipients and contractors must ensure that any individual (other than a Teacher) who is participating in the project for or on behalf of a funding recipient or contractor and who will have Contact with Children undergoes a NCHRC. In addition, funding recipients and contractors must comply with relevant state/territory legislation requiring screening for persons who work with children.
 3. Where a NCHRC has been obtained in relation to an individual prior to there being a requirement for that individual to undergo a NCHRC in accordance with this Appendix, that previous NCHRC may be used for the purposes of this Appendix provided that:
 - (a) it is no more than 12 months old; and
 - (a) the individual in question consents to the funding recipient or contractor disclosing to DEEWR the information contained in the NCHRC.
 4. NCHRC must be completed prior to individuals coming into Contact with Children. The cost of obtaining relevant NCHRC is to be borne by the funding recipient or contractor.
 5. The funding recipient or contractor must provide DEEWR with an original or, if provided by a state authority which holds the original, a certified true copy of any NCHRC which shows a conviction registered or charge pending in relation to an individual. The suitability of such individuals to participate in the project will be determined by Us. **Funding recipients and contractors must not allow an individual whose NCHRC reveals a conviction or charge pending to have Contact with Children in relation to the Project without written authorisation from DEEWR.**
 6. Records of all NCHRCs must be maintained and all documentation must be made available and accessible for viewing by DEEWR in accordance with the relevant funding agreement or contract.
 7. Funding recipients and contractors must ensure that any person who undergoes a NCHRC in accordance with the requirements of this agreement is informed in writing that the results of that NCHRC may be passed on to DEEWR for the purposes of assessing whether DEEWR will consent to the person having Contact with Children in connection with the project.
 8. Funding recipients and contractors are also required to comply with relevant state/territory legislation requiring screening for persons who work with children. Note that the requirement for all individuals to undergo a NCHRC is in addition to any other checks undertaken in compliance with state/territory working with children legislation.

9. NCHRC must be undertaken by each person who will be working with children every 2 years from the date of issue of the first NCHRC obtained in relation to that person.
10. You must immediately notify DEEWR if any individual who has had Contact with Children in the course of participating in the project is charged with or found guilty of an indictable offence.
11. You must immediately notify DEEWR if an individual who has had Contact with Children in the course of participating in the project is the subject of an allegation relating to:
 - (a) violence against children;
 - (b) any sexual offence;
 - (c) any offence involving pornography; or
 - (d) any offence involving the trafficking or dealing in illegal drugs.
12. DEEWR will make a decision as to whether an individual who is the subject of a notification in accordance with paragraph 10 or 11 can continue to have Contact with Children. The individual in question must not have Contact with Children in connection with the project while a decision from Us is pending. A Group Manager of DEEWR will make the decision within four weeks and will provide written notification of the decision.
13. Prior to engaging or allowing individuals to have Contact with Children, funding recipients and contractors must obtain the consent of those individuals for the provision to DEEWR of the information mentioned at paragraph 10 or 11, should the situation arise.

Further information regarding Working with Children

Obtaining a NCHRC

You must decide which of the following providers to use for the NCHRC:

Australian Federal Police (AFP)

The cost of obtaining a NCHRC through the Australian Federal Police is currently \$43.00 and the current processing time for routine criminal record checks is approximately twenty five (25) working days.

You can contact the AFP Criminal Records Client Services Team on telephone (02) 6202 3333 or facsimile (02) 6287 0269 to discuss whether you need to set up an account or whether you can pay via cheque or money order. The preferred contact is via e-mail at criminalrecords-clientservices@afp.gov.au. The email should specify that the check is being undertaken for the purpose of complying with the requirements of the Department of Education, Employment and Workplace Relations in relation to working with children. The website is currently www.afp.gov.au/business/national_police_checks.

NOTE: The application form available via the AFP website is NOT the correct application form.

State/Territory Police

The cost of obtaining a NCHRC through state/territory Police forces vary. You should contact your nearest Police Station for further information on costs and processing times.

CrimTrac

You may obtain the NCHRC through Crimtrac if You are an "accredited agency" with Crimtrac. CrimTrac may allow you to become an "accredited agency" if you conduct 500 or more NCHRCs within a 3-year period. The CrimTrac website is currently www.crimtrac.gov.au.