

Before you begin

Before registering an Expression of Interest (EOI), ensure that you have read the [Program Guidelines](#) and the information for [new schools](#) and [setting up a language school](#) on the Community Languages Schools Program website. It is very important to have all the correct details and documents available **before** you start. The online registration process does not allow you to stop and save along the way. If any of the required information is not available, you will need to restart your submission from the beginning.

Prepare your registration and gather required documents

Please have the required documentation available before starting your registration:


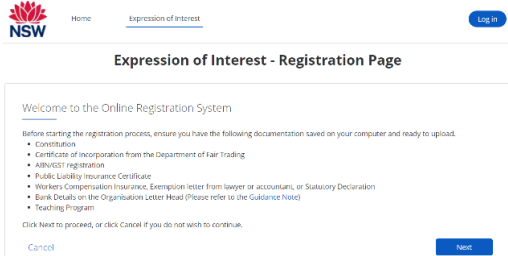
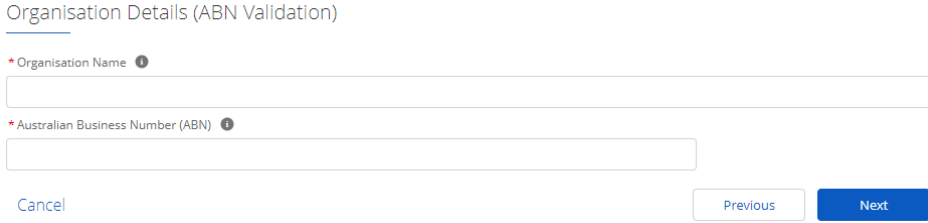
- Constitution
- Certificate of Incorporation from the Department of Fair Trading
- ABN/GST Registration
- Public Liability Insurance Certificate
- Workers Compensation Insurance Certificate, Exemption letter from lawyer or accountant, or Statutory Declaration
- Bank Details on the Organisation Letter Head
- Teaching Program

Documents must be in one of the following file types; jpg, jpeg, png, doc, docx, pdf.

File name should be limited to **30** characters and include the **name of the document** and the **year** e.g., Public Liability Insurance 2024

All fields marked with a **red asterisk (*)** are mandatory and must be completed. This applies throughout the portal.

It is best to use Google Chrome when accessing the portal.

<p>1. Go to the Community Languages Schools Program portal page and click the blue link Expression of Interest.</p>	
<p>2. Review the documents required and ensure they are saved on your device before starting the Expression of Interest process.</p> <p>Click Next to proceed.</p>	
<p>3. Organisation Details (ABN Validation)</p> <p>Enter the Organisation Name and the Australian Business Number (ABN).</p> <p>The organisation name must exactly match how it is listed on the Australian Business Register.</p> <p>Do not include any spaces in the ABN field.</p> <p>Note: You may see an error message and won't be able to proceed if:</p> <ul style="list-style-type: none"> the Organisation is already registered with the program the Organisation has already submitted an EOI which is under review and has not yet been approved or rejected the Organisation name does not match the registered ABN 	

- an invalid ABN is entered
- the ABN is not associated with the organisation name
- spaces are entered into the ABN field.

Click **Next** to proceed.

4. Organisation Details

Complete required fields.

Note: The GST Registered checkbox will be automatically ticked if the validated ABN is GST registered.

Use the **calendar icon** to select the correct date formatting.

If the following statements are true, tick the checkboxes to agree:

- **Is the school's principal aim the teaching of language**
- **Does the school show close links with a community whose first/heritage language is NOT English?**

Enter the Street and Postal addresses.
Select the State Electorate from the drop-down list.

Click **Next** to proceed.

Expression of Interest - Registration Page

Organisation Details

GST Registered

* Incorporation Number * What type of legal status does the incorporated organisation have?

* Year of Registration * Date of Establishment of Organisation

* Public Liability Insurance Policy Number * Public Liability Insurance Policy Expiry Date

Worker's Compensation Insurance Number Worker's Compensation Insurance Expiry Date

* Language

Website

Is the school's principal aim the teaching of languages? This does not include English language.

Does this school show close links with a community whose first/heritage language is NOT English?

Street Address

* Address1

Address2

* City/Suburb

* State

* Postcode

* State Electorate

Postal Address

Address1

Address2

City/Suburb

State Postcode

5. Key Organisation Contacts

Enter contact details under **Head of Organisation, Coordinator of Language Program** and **Public Officer**.

Important: These three contacts **must not** be the same person.

The **Head of Organisation** will be the **licence holder** and receive the portal login details to complete grant applications.

Click **Next** to proceed.


Note: An error message will appear if:

- duplicate emails or phone numbers are provided for the contacts
- duplicate names are provided for the contacts.

Key Organisation Contacts

Please note that if this Expression of Interest is approved, a user account will be created for the person listed as Head of Organisation.

Head of Organisation

 You will receive login credentials at the email address listed for this person

* Title

* First Name * Last Name

* Position * Email

Contact Phone * Mobile Phone

6. Organisation Bank Details

Complete required fields.

Click **Next** to proceed.

Organisation Bank Details

* Bank Name

* Bank Account Name

* Bank Account Number * BSB

* Bank Address

Cancel

Previous

Next

7. Community Language School Location Information

Enter **Community Language School Location Details**.
Enter your school name and date established in the first two fields.

In the **Location Search** text field start typing the first few letters of the location name and then click in the **Location** field to select the correct location name from the drop-down list.

To search for official school names, use the [NSW Public School Finder](#) or the [NESA list of registered non-government schools](#).

Note: If a location cannot be found in the drop-down list, click **Add** on the top of the page to provide location details.
Once location details are added they cannot be deleted.

The Community Languages Schools Program will need to approve new locations that are not found in the drop-down list. Please contact the Program on commlang@det.nsw.edu.au.



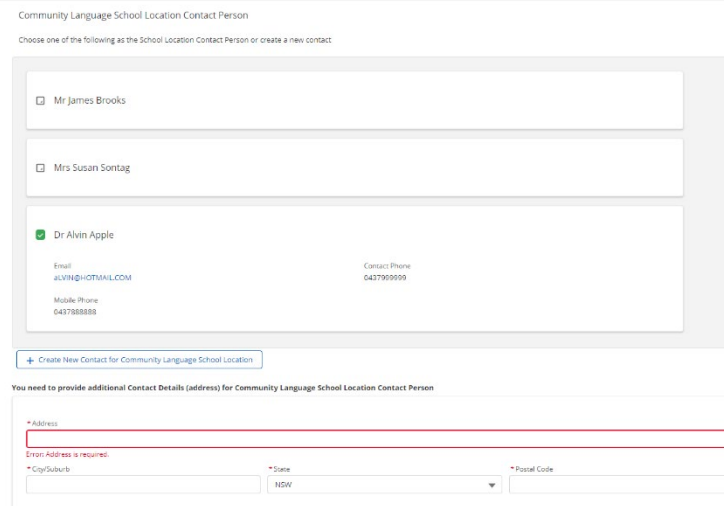
The screenshot shows a web form titled "Community Language School Location information". It contains a section for "Community Language School Location Details" with an "Add" button. The form fields are: "School Name" (with "Arabic Language School Queensland" entered), "Date Established" (with "01-02-2023" entered), "Location Search Text" (with "Auburn" entered), and "Location" (which is empty and has a red border). Below the "Location" field, there is a red error message: "Enter location is required. If you are unable to find the location name, please contact the Community Languages Schools Program."

8. Community Language School Location Contact Person

Tick the checkbox to confirm the correct contact person and add the address details.

Review the contact details to check that all is up to date and correct. Make any required edits.

If the contact person is not listed, click [Create New Contact for Community Language School Location](#).

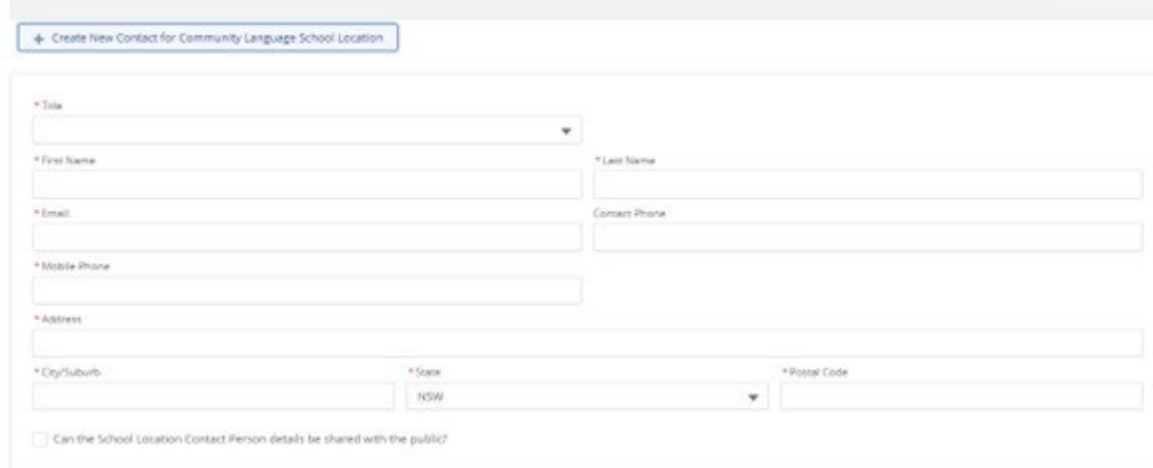


9. Create New Contact for Community Language School Location

Tick if **the School Location Contact Person details be shared with the public?** checkbox.

Click **Next** to proceed.

Note: You cannot delete an entry once it has been created. If there is an error, you will need to restart this EOI process from the beginning.



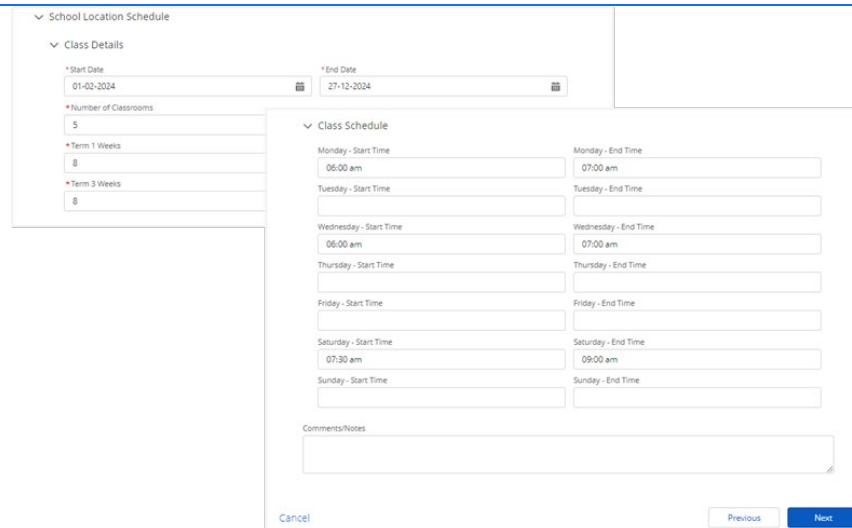
10. School Location Schedule

Complete Class Details

- Enter Start and End Dates for the whole year (using the calendar icon)
- Number of Classrooms
- Number of Weeks in each term

Complete Class Schedule

- Enter the Start and End Times for all days that classes operate on for that location. Class times should be outside of regular school hours.
- Comments/Notes – provide further information if relevant.



11. Required Documents

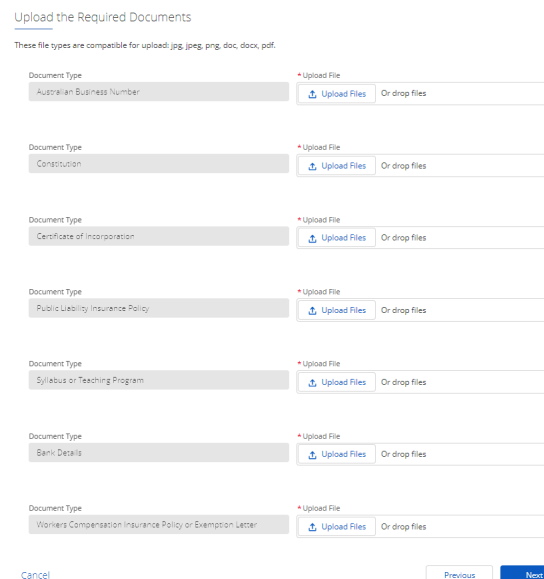
Upload **Required Documents** by clicking the **Upload files** button and selecting the file from your device or by dragging and dropping the file to the **drop files** field.

You can upload more than one file to each document type.

Click **Next** to proceed.

Note: You won't be able to proceed if a file has not been uploaded to each document type field.

You can only upload these file types: jpg, jpeg, png, doc, docx, pdf. You can upload multiple files.



If you wish to remove a document that you have uploaded incorrectly, please contact the Community Languages Schools Program.

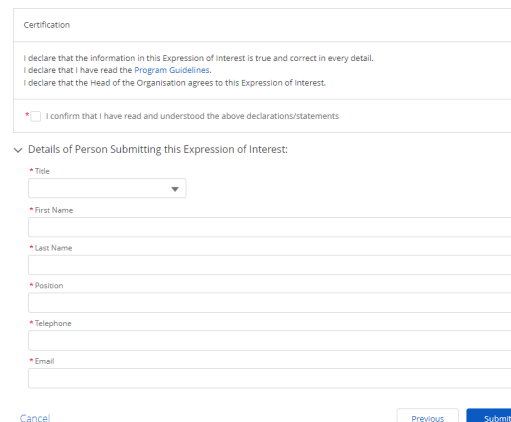
12. Certification

Review the **Certification statements**.

Tick the **I confirm that I have read and understood the above declarations/statements** checkbox.

Complete the **Details of Person Submitting this Expression of Interest**.

Click **Submit** to proceed.



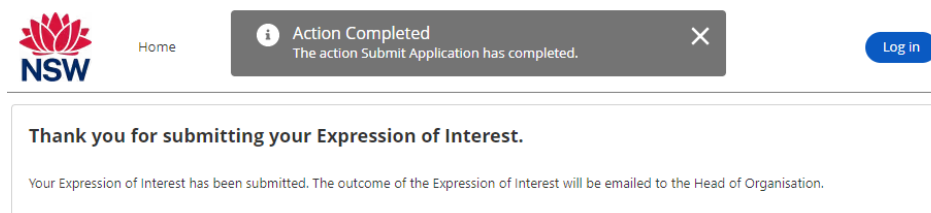
The screenshot shows a 'Certification' form with the following elements:

- Section: Certification
- Text: I declare that the information in this Expression of Interest is true and correct in every detail. I declare that I have read the Program Guidelines. I declare that the Head of the Organisation agrees to this Expression of Interest.
- Checkbox: I confirm that I have read and understood the above declarations/statements
- Section: Details of Person Submitting this Expression of Interest
 - Title:
 - First Name:
 - Last Name:
 - Position:
 - Telephone:
 - Email:
- Buttons: Cancel, Previous, Submit

13. Once the Expression of Interest has been successfully submitted, a **Thank you for submitting your Expression of Interest** message will display.

Note: The outcome of the EOI application will be emailed to the Head of Organisation. If approved, login details for the portal will also be sent to the Head of Organisation's email address.

If the Head of Organisation would like to assign their licence to another member of the organisation, they can do so by emailing commlang@det.nsw.edu.au.



The screenshot shows the user interface after successful submission:

- NSW Government Logo and 'Home' link.
- Notification banner: Action Completed. The action Submit Application has completed. (Close button X)
- Log in button.
- Message box: **Thank you for submitting your Expression of Interest.** Your Expression of Interest has been submitted. The outcome of the Expression of Interest will be emailed to the Head of Organisation.