ACTION ITEMS	START DATE	DUE DATE	STATUS	DETAILED DESCRIPTION
Conduct a minimum of 4 CLA Council Meetings annually	June 2022	May 2023	Work-In-Progress	**CLA Council Meetings were held on:** - 18 June 2022 (Melbourne Tullamarine Airport) - 30 September 2022 (Carlton office) **Next CLA Council Meetings planned for:** - March 2023 - May 2023
Meet with State Association Committees as required a minimum of twice a year	June 2022	May 2023	Work-In-Progress	Met with ACTCLAS in September 2022 Met with CLV in June 2022 Met with ESAQ in September 2022 Met with NSW and ESAQ on (heba add date)
Support for newly established or developing Associations TAS, NT, QLD, WA, ACT	June 2022	May 2023	Ongoing	**Ongoing support:** - Administrative Support - Membership and Data Collection (Database Management System) - PD programs - Negotiate Insurance for CLS - Develop Surveys on Teacher's needs - Develop a communication plan (eNewsletter, Social Media Platforms, Google Classroom)
Deliver a minimum of 4 Professional Development sessions as per Needs Analysis Surveys	August 2022	May 2023	Work-In-Progress	**WA: Online PD Sessions commencing 25 October 2022** 1. Fun, Interesting and Challenging Teaching Activities for Early Learners by Elizabeth Karakehagias (25 October) 2. Fun, Interesting and Challenging Teaching Activities for Early Learners by Elizabeth Karakehagias (8 November) 3. Effective Classroom Management Strategies - Part 1 by Dr Teresa De Fazio (15 November) 4. Effective Classroom Management Strategies - Part 2 by Dr Teresa De Fazio (22 November) 5. Ensuring every student learns – inclusive teaching practices and approaches by Dr Teresa De Fazio (6 December) **TAS: November 6th, one day face-to-face program (Dr Teresa De Fazio)** 1. Respectful and Inclusive Teaching Practices for the Community Languages Classroom 2. Increasing Students' Engagement Using Problem-Based Learning
Attend Associations Management Committee meetings as per need	June 2022	May 2023	Work-In-Progress	
Assist in writing funding applications	June 2022	May 2023	Work-In-Progress	**Ongoing support provided to NT, TAS and WA in their funding applications:** - Provided template for funding application - Assisted states in completing the funding application (regular meetings) - Continue to assist states in the delivery of projects - Provided template for acquittal report - Will assist states in completing acquittal and project report
Review audit of resources currently available and update websites	September 2022	December 2022	Work-In-Progress	**LMERC continues to review resources available for community language teachers:** - research on pre-existing resources available - seek advice from experts regarding appropriate resources/ activities - communication with some language schools to understand the exact language or variant being taught - selection of picture books/texts with appropriate level of language - short sentences, repetitive language, not rhyming - suitable for translation - contacting publishers seeking permission to translate, negotiate costs for permission
Assist in implementation of Strategic plans for each Association QLD, NT, ACT, TAS	June 2022	January 2023	Work-In-Progress	
Assist with organisation of State/Territory Conference/Summit Forum face-to-face: NT, TAS, QLD and WA	June 2022	May 2023	Work-In-Progress	
Facilitate a professional development session in jurisdictions on: - Quality Assurance Framework - Educational Leadership	June 2022	May 2023	Ongoing	- **The Quality Assurance Framework** has since been revised based on the survey of schools. The previous Program was very extensive and, in some cases, overwhelming for some schools. A revised diagram of the octagon has been produced. The revised QAF Program has also been discussed with a proposed timeline and professional learning Train The Trainer program to support schools. A budget has been set for the production of some promotional videos and a new timeline will be reviewed to commence the launch activities in 2023. The aim is to launch in early 2023 and be well on the way of training by May 2023. - **Educational Leadership:** We had a planning meeting with Dr. Maria Gindidis and are starting a Principals Networking/Forum which is currently being developed. https://docs.google.com/document/d/1szk0Cyk9yqOy_GHACaJAvEv1q7hSFuV28_7glDM9LS8/edit?usp=sharing

ACTION ITEMS	START DATE	DUE DATE	STATUS	DETAILED DESCRIPTION
Shared Knowledge - Continue to support the Working Group to develop shared classroom resources - Form Mentor School Leaders and link to an emerging community school - Through State and Territory, community language associations continue to undertake community awareness programs and outreach programs to community leaders and associations to become ambassadors for CLS	July 2022	April 2023	Work-In-Progress	Plans to re-introduce Google Classroom Support to schools like we did during Accreditation Support is underway and will commence in November 2022 to prepare supporting schools in preparation of new school year. Negotiated with University of Sydney - Sydney Institute for Community Languages Education Shared Professional Development and Training Ongoing formation of language-specific networks
Encourage communities to raise the profile and positively reinforce students who attend through: - Annual National Community Languages Schools Day Programs held in ACT, WA - Recognition at community events - Scholarships and Awards - Homeland visiting programs	June 2022	May 2023	Work-In-Progress	**National Community Languages Schools Day** Rollout the 2022-2023 National CLS Video Submission Form new theme around Food Establish social media promo campaign and rollout to schools
Continue to promote Educational Leaders' Networks in jurisdictions and initiate where they have not commenced - Deliver Education Leaders Professional Development in QLD, NT and TAS - In cooperation with jurisdictions, continue to enhance CLA Website to provide information and links for parents, teachers and students on languages offered. Include the Leadrship program proposal	June 2022	May 2023	Work-In-Progress	- Negotiating dates to deliver PD for Education Leaders in QLD, NT and TAS - CLA Website has a link to Find A School and we continue to work with S&Ts to ensure that this resource is continually updated and refreshed to reflect accurate information: https://www.communitylanguagesaustralia.org.au/findaschool/ - Link the Principals Doc with Dr Maria Gindidis
Continue to review all Commonwealth, State and Territory legislation regarding - Child Safe Standards (New National Standards) - Equal Opportunity - Cyber Safety	June 2022	May 2023	Work-In-Progress	31 October PD to National
Ongoing monitoring and updating the Student Safety and Staff Welfare Manual for CLS	July 2022	September 2022	Ongoing	Ongoing
Conduct workshops in each Jurisdiction to explain local legislation	June 2022	May 2023	Work-In-Progress	31 October PD to National
Conduct workshops for New Standards with State Child Safety Compliance Officers (via Zoom) as resolved in June 2022 Council Meeting	June 2022	December 2022	Work-In-Progress	We conducted 4 Zoom Sessions - Implementing New Standards (14 Sept, 21 Sept, 28 Sept and 5 Oct 2022) 31st October PD to National
Ensure all information is posted on website	June 2022	December 2022	Ongoing	Ongoing
Conduct a minimum of 3 Academic Forums	Septemebr 2022	May 2023	Work-In-Progress	**Upcoming Academic Forum Planned On:** - 25 November 2022 Proposed Agenda -- COVID Challenges and Opportunities - creating the new norm -- National Languages Policy - where are we at? -- National Accreditation in CLS - setting the base -- Research into CLS sector - what's being done at this time? -- Academic Summit on CLS - May 2023 -- Other issues **Future Planned Dates for Academic Forums - To Be Confirmed** - 21 February 2023 - 20 May 2023
Continue to negotiate and support the implementation of national standards for accreditation, professional development, and training to meet the various needs and starting points of S&Ts	September 2022	March 2023	Work-In-Progress	Scheduled for discussion at the Academic Forum on 25 November 2022
Monitor and update the *Community Languages Schools: Contributing to Quality Languages Education in Australia – A Statement by Community Languages Australia - The Way Forward*	October 2022	March 2023	Ongoing	Discussion with Minister of Education QLD and VIC on driving minimum standards Academic Forum to address

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Continue to identify national and local key stakeholder Associations	September 2022	December 2022	Work-In-Progress	**List has been developed of all key stakeholders in each association:** **Nationally:** - Department of Education https://www.dese.gov.au/ - Australian Primary Principals Association: https://appa.asn.au/ - Australian Secondary Principals Association: https://www.aspa.asn.au/ - Australian Parent Council: https://austparents.edu.au/ - Australian Modern Language Teachers Association: https://mltav.asn.au/ - Federation of Community Council of Australia: https://fecca.org.au/ **Victoria (as a sample):** - Department of Education and Training Victoria: https://www.education.vic.gov.au/ - Victorian Primary Principals Association: https://www.vpa.org.au/ - Victorian Association of State Secondary Principals: https://www.vassp.org.au/ - Victorian Parent Council: https://vicparentscouncil.vic.edu.au/ - Ethnic Community Council of Victoria: https://ecca.org.au/ - Victorian Multicultural Commission: https://www.multiculturalcommission.vic.gov.au/ - Languages & Multicultural Education Resource Centre: https://www.education.vic.gov.au/school/teachers/teachingresources/multicultural/Pages/lmerc.aspx - Modern Language Teachers Association Victoria : https://mltav.asn.au/
Develop partnerships with key stakeholders	October 2022	December 2022	Ongoing	Ongoing
Facilitate at least two forums in at least 4 jurisdictions annually to promote the community language school sector (to be delivered by S&T Associations)	October 2022	May 2023	Work-In-Progress	Secretariat to organise for NT, WA, QLD and TAS
Conduct 1 National Conference	October 2022	May 2023	Completed	National Conference was held on 1st October 2022
Assist and facilitate S&T Conference, Summits, Roundtables annually as required	October 2022	May 2023	Work-In-Progress	
Conduct a minimum of 3 Executive Officer Workshops	September 2022	May 2023	Work-In-Progress	Planned 3 Executive Officer Forums: - 30 September 2022 (completed) - February 2023 - May 2023
Facilitate a minimum of 3 meetings of the Academic Forum to continue the conversation on coordination of languages education programs nationally	September 2022	May 2023	Work-In-Progress	Planned dates for Academic Forums: - 25 November 2022 - 21 February 2023 - 20 May 2023
Initiate meeting with Federal Minister for Education to report on the status of CLS in Australia	October 2022	May 2023	Work-In-Progress	Letter with request has gone to Minister
Facilitate meetings with State Ministers of Education to report on the status of CLS in Australia	October 2022	May 2023	Work-In-Progress	Meetings held with ACT, VIC and QLD
Undertake Research: - Current global trends in languages education policy - Changing Face of CLS delivery	September 2022	May 2023	Work-In-Progress	From National Conference, a list of research topics are under consideration
Continue to investigate requirements for ASQA Registration	October 2022	March 2023	Work-In-Progress	Meeting held with VRQA - looking to Feb 2023 application to ASQA
Undertake audit and provide a report on institutions in States and Territories that can deliver the Certificate course	October 2022	March 2023	Work-In-Progress	
Continue to develop and maintain a list of trainers qualified to deliver the course nationally	October 2022	March 2023	Work-In-Progress	
Continue to conduct course entry and develop a Foundation Course for potential RTO participants	October 2022	March 2023	Work-In-Progress	Foundation courses delivered in VIC and in NSW
Form panel of experts to develop a minimum Standards Accreditation to include the following: - Process Application for Accreditation - Eligibility Criteria for Accreditation - Required Documents for Accreditation - Professional Development	October 2022	May 2023	Work-In-Progress	To be discussed at the Academic Forum on 25 November 2022 Victorian Minimum Standards of Accreditation is completed
Conduct roundtables with members of Diplomatic and Consular Corps in a minimum of 2 jurisdictions	February 2023	May 2023	Work-In-Progress	Met with Polish Consul General from Sydney, seeking advice as to facilitating roundtables
Initiate discussion to conduct an Education Attaches meeting with representatives of Embassies in Canberra	February 2023	May 2023	Work-In-Progress	

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Continue to deliver promotional and communications campaign	June 2022	May 2023	Ongoing	This is one of the 3 Activities that are part of the Funding Applications that S&Ts need to deliver on based on funding received. https://communitylanguagesaustralia.org.au/nationalclsday/ The Secretariat will build a national promotional campaign around National Community Languages Schools Day S&T Members will plan events at the local level. Deliverables: ● Provide a plan for events at the local level organised by the S&Ts ● Provide a helicopter view of the promotion campaign ● Show evidence of planning committee - either as the S&T Executive-Committee or Subcommittee ● Provide a report on the S&T Association position and promotion on the National Teachers Awards program on S&T and National level ● Funds could be used to engage a person to plan or coordinate the day or use the funds to hold an S&T event ● Provide a final report in the acquittal reporting process At the S&T Member Level - We've outlined and reported all the planned/conducted activities per State & Territory Association in relations to National Community Language School Day at the local level on page 14 of the Annual Progress Report May 2022
Revise the current communications plan and strategy	June 2022	May 2023	Ongoing	Social media Facebook page and website are being used
In cooperation with State and Territory Associations conduct ethnic media conferences	June 2022	May 2023	Work-In-Progress	
Examine opportunities to sign an MOU with SBS and National Ethnic and Multicultural Broadcasters Council	June 2022	May 2023	Work-In-Progress	
In partnership with SBS, develop criteria of competition and process for delivery including: - Appointing an SBS Competition Coordinator - Promoting competition to State and Territory Associations	October 2022	May 2023	Work-In-Progress	Meeting scheduled for November 9th with SBS
Ensure Community Languages Australia Website is current	June 2022	May 2023	Ongoing	Ongoing revisions and changes are being made to CLA website
Provide regular information on national and State activities, resources, PD and training and provide links and articles on the international and national discussion on languages education and cultural maintenance debates and discussions	June 2022	May 2023	Ongoing	Negotiated with all S&Ts to share resources and training CLV Shared the recent NSW short courses and the VIC PD Program Semester 2 (See Latest News: https://communitylanguages.org.au)
Strengthen link to Love of Language Website	June 2022	May 2023	Work-In-Progress	
Introduce a minimum of 3 language ambassadors in each Jurisdiction onto the Website	June 2022	May 2023	Work-In-Progress	
On all websites provide regular information on State and National Forums and Conferences on matters relating to languages education, cultural maintenance, and social cohesion	June 2022	May 2023	Work-In-Progress	Ongoing
Produce survey and negotiate with jurisdictions about required data.	September 2022	December 2022	Work-In-Progress	Here is a link to the Survey Form we send to S&Ts to collect data: https://docs.google.com/document/d/1EI1w9t2WePZrD3G2O0gWNfxrZ4Yug4Ba/edit?usp=sharing&ouid=111555755027346780897&rtpof=true&sd=true
Distribute survey with return date December 2022	September 2022	December 2022	Ongoing	Ongoing, collecting data
Produce and publish Annual Report	June 2022	May 2023	Completed	Annual Report 2021 finalised and on the website: https://www.communitylanguagesaustralia.org.au/uploads/default/source/2022/08/b4785.Draft_CLA_Annual_Report_2.pdf
Implement the 2022 review of the current Quality Assurance Framework	June 2022	May 2023	Work-In-Progress	We conducted a review of the QAF and consulted the community on how familiar they are with the QAF. Results of the review can be found here: and we are now moving forward with steps to launch the newly revised QAF: https://docs.google.com/document/d/1hfaSlTZDljHMS-Ey-O8xXcR2GkUiW-e2/edit?usp=sharing&ouid=111555755027346780897&rtpof=true&sd=true
Produce videos to promote the QAF	October 2022	May 2023	Work-In-Progress	
Undertake State/Territory workshops – consultations to discuss improving the Framework	October 2022	May 2023	Completed	
Conduct a National Train the Trainer program for delivering professional development on a local level about the QAF	October 2022	May 2023	Work-In-Progress	
Identify national and local key stakeholder Associations	June 2022	August 2022	Completed	We've identified who the Key Stakeholder Associations are
Develop a matrix of key stakeholders, their roles and responsibilities and connectivity to community language schools	October 2022	May 2023	Work-In-Progress	
Develop partnerships with key stakeholders	October 2022	May 2023	Work-In-Progress	
Assist Associations to conduct State/Territory forums to promote community language school sector to stakeholders	October 2022	May 2023	Work-In-Progress	The Funding Applications that the S&Ts filled out will facilitate this. They will report on activities through the Acquittal Form.

This program has not yet been completed during the reporting period due to COVID-19. We are extending it into the 2022-2023 Project Plan. We've consulted with the stakeholders and established the criteria for the Hearing Student Voices activity.

ACTION ITEMS	START DATE	DUE DATE	STATUS	DETAILED DESCRIPTION
Monitor the progress of funding provided to S&Ts to engage with Student Voices Receive interim report Receive final report	June 2022	December 2022	Work-In-Progress	This is the Hearing Student Voices activity of the Project Plan. Key deliverables of the activity can be found in the 2021-2022 Funding Application: https://docs.google.com/document/d/1piI2D40UYF7wIKDwvE8TW2aJ9fjb7GKJhqTtOylZUk8/edit?usp=sharing S&Ts have not delivered on this during the reporting period but we are carrying this over in the 2022-2023 Project Plan. We will receive acquittal reports soon as we have set the deadline for Acquittal Reporting to end of November 2022.
Facilitating at least one state/territory Student forum on State and Territory level	June 2022	December 2022	Work-In-Progress	
Undertake an audit of student recognition programs already in place	June 2022	May 2023	Work-In-Progress	
Negotiate access to Year 11 and 12 results with state and territory authorities to provide awards to high achievers	June 2022	May 2023	Work-In-Progress	In progress
Form National Working Party to implement Student Recognition Awards at local, State and territory, and national school levels	June 2022	May 2023	Work-In-Progress	In progress
Continue to introduce State and Territory Teachers Awards (WA)	June 2022	May 2023	Ongoing	Discussed at Council Meeting of 30 September 2022 and S&Ts will make their own plans for Teachers' Awards
Implement outcomes of Monash University Research on Student Attitudes	June 2022	May 2023	Work-In-Progress	The Community Languages Australia's Student Voices Research conducted by Monash University is underway. The document is in the editing stage and a progress report will be provided. Discussion with Monash and further planning undertaken following National Conference
Set 2 research projects in partnership with Academic Council	June 2022	May 2023	Work-In-Progress	To be discussed at Academic Forum of 25 November 2022
Produce report and action plan on ongoing research requirements	June 2022	May 2023	Work-In-Progress	
Undertake a promotional campaign targeting parents and students	October 2022	May 2023	Work-In-Progress	
Continue to develop templates for use by Community Languages Schools nationally on: - Curriculum - Lesson plans - Assessments and reporting policies - Student reporting	October 2022	May 2023	Work-In-Progress	Continue to develop templates and supporting materials for language schools: - Google Classroom: https://classroom.google.com/u/0/c/MTUwNTc5MzYxOTU2 - Training Video: https://www.youtube.com/watch?v=HU8_DZ6c5CU - Check List: https://www.communitylanguagesaustralia.org.au/uploads/default/source/2022/10/777fa.Final_UoW_checklist.docx - Unit Planner: https://www.communitylanguagesaustralia.org.au/uploads/default/source/2022/10/a5f7f.CLS_VCL_UnitPlanner_Templ.docx - Sample Unit of Work: https://www.communitylanguagesaustralia.org.au/uploads/default/source/2022/10/a7d25.AssirajArabicSchoolFou.docx - Other Templates and Samples: https://www.communitylanguagesaustralia.org.au/resources/
Continue to deliver a professional development program for teachers' / instructors on the use of video conferencing, letter writing and sharing of experiences with schools on local, national, and international levels	October 2022	May 2023	Work-In-Progress	
Develop discussion paper for community languages schools: *'The benefits of being part of our host schools' activities'*	October 2022	May 2023	Work-In-Progress	
Develop discussion paper in cooperation with Primary, Secondary Principals Associations and Schools Council Organisations: *'The benefits of a hosting a community language school in developing community'*	October 2022	May 2023	Work-In-Progress	
Continue to encourage quarterly meetings between mainstream school and community languages schools, school councils, and management boards.	October 2022	May 2023	Work-In-Progress	
Develop discussion paper 'The benefits of working collaboratively – Language-specific associations'	October 2022	May 2023	Work-In-Progress	
Continue to promote the existing links between language-specific associations and discuss ways of engaging CLS	June 2022	May 2023	Work-In-Progress	Discussions held with the Sydney Institute of Community Language Education
Form a minimum of 4 language-specific associations annually	June 2022	May 2023	Work-In-Progress	

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At the National Conference, provide examples of best practices – sharing of resources, expertise, and challenges	June 2022	May 2023	Work-In-Progress	Discussions were held at National Conference: https://conference.communitylanguages.org.au/ Link to Detailed Program: https://docs.google.com/spreadsheets/d/1nfrWIb65iJXj2sNMKShzTW01-8hScTN9O1vsRSXr5ns/edit?usp=sharing Link to Panel Discussion: https://docs.google.com/document/d/1Qeu3rm9eB-yP82k1on6a5w5rFxoHDuVeZRgXka7eFFw/edit?usp=sharing
Continue discussions with State and Territory DET and Multicultural Affairs to discuss opportunities for sharing resources, promotion of hubs and associations in delivering social cohesion	June 2022	May 2023	Work-In-Progress	Discussions held with VMC and Multicultural Affairs ACT and representatives of Multicultural Affairs Queensland
Continue to audit the status of curriculum documents available to schools and identify needs	June 2022	May 2023	Ongoing	
Continue to facilitate a national language-specific circle of curriculum experts to provide professional development on State and Territory levels - What is Curriculum, and how is Curriculum developed? - Australian Curriculum and its importance and relevance to community language schools?	June 2022	May 2023	Ongoing	
Undertake professional development to assist emerging communities and provide mentors to assist	June 2022	May 2023	Ongoing	
Deliver Education and Curriculum Leadership courses as required	June 2022	May 2023	Ongoing	
Continue promoting seminars that speak to *'The elements that create high-achieving schools.'*	June 2022	May 2023	Ongoing	
Prepare Manual "Working with Stakeholders – Best Practices"	September 2022	February 2023	Work-In-Progress	
Continue to deliver Professional Development to CLA Council Members	October 2022	May 2023	Ongoing	Completed the following documents and workshopped with CLA Council Members: - Governance Policy - Conflict of Interest Policy - Code of Conduct Policy - Delegation of Authority Policy
With the assistance of the Languages and Multicultural Education Resource Centre, continue the ongoing national audit of: - Materials - Resources - Professional Development and Training opportunities - Build on 2022 Report	June 2022	May 2023	Ongoing	
Provide a ready reckoner of support for community language schools on the CLA website	October 2022	May 2023	Ongoing	CLA Website has a Resources page where we add useful resources for Teachers and Students. We will continue to update this page as more resources become available: https://www.communitylanguagesaustralia.org.au/resources/ Find a School on CLA Website
Continue to develop Units of Work – Democracy Civics and Citizenship	June 2022	May 2023	Work-In-Progress	Being developed for use at commencement of 2023
Continue developing the Principles of Inclusivity - Develop Units - Develop training package	June 2022	May 2023	Work-In-Progress	Being developed for use at commencement of 2023
Conduct Student – Parent Forum in 3 jurisdictions *'Being a good Australian citizen and an active global participant.'*	June 2022	May 2023	Work-In-Progress	
Continue to promote Three Projects for supporting diversity and harmony - No Names – No Labels Project - Chatterbox - My Town	June 2022	May 2023	Ongoing	
Continue to review CLA- Australian Human Right Commission Program 'Knowing Me, Knowing You' for use in schools	June 2022	May 2023	Ongoing	
Develop strategies for promoting Volunteerism	June 2022	May 2023	Work-In-Progress	
Conduct forums in 4 jurisdictions on the importance of Volunteerism in building civic understanding	June 2022	May 2023	Work-In-Progress	
Continue the work of the working party to provide advice on - Cluster learning via technology – - Delivering professional development online by clusters via Zoom	June 2022	May 2023	Work-In-Progress	Working Party formed in VIC, QLD, NSW
Continue providing professional development on the use of Google classroom – Interaction between groups	October 2022	May 2023	Work-In-Progress	
Continue working on creating virtual classrooms and working with the national working party of experts to develop models for creating virtual classrooms – e.g., language-specific – on local, national, and international levels	October 2022	May 2023	Work-In-Progress	We have commenced discussions about the new hybrid model of delivery with the intention of negotiating with Departments of Education new forms of blended learning.

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As Above	June 2022	May 2023	Work-In-Progress	We are working towards building a page of delivered PD sessions as a recording or as a handout. This is a work-in-progress and they would appear on CLA website in the same way as shown here on CLV website: http://www.communitylanguages.org.au/Resources.php For now we have the National Trainings listed here on CLA website: https://communitylanguagesaustralia.org.au/national-training/
Continue to negotiate with State and Territory jurisdictions and associations an annual Professional Development Program	June 2022	May 2023	Work-In-Progress	We've agreed to share professional development programs
Undertake the next national audit of professional development needs	June 2022	May 2023	Work-In-Progress	
With State and Territory, Associations negotiate the outcome of the Academic Forum concerning minimum standards for professional development	June 2022	May 2023	Work-In-Progress	To be discussed at Academic Forum of 25 November 2022