

Online learning pilot program guidelines 2026

Community Languages Schools Program

Purpose

The Online Learning Pilot Program supports students across New South Wales who are unable to access face-to-face community languages classes by providing approved opportunities to learn their background or heritage language through fully online delivery.

These guidelines set out the **eligibility criteria and mandatory requirements** for organisations applying to deliver online classes under the Community Languages Schools Program. The requirements in this document are used to assess applications and determine eligibility for approval and funding.

Supporting guidance and good practice are provided in a separate document and are not used for eligibility assessment.

Organisational eligibility

To be eligible, organisations must:

- be eligible for a Per Capita grant in 2026, as outlined in the [Program Guidelines](#)
- continue to operate face-to-face classes for students who can attend in person
- demonstrate a clear need for online delivery, such as student location, access barriers to local face-to-face classes.

Delivery model

Organisations must ensure that:

- Online classes are delivered as fully online classes only.
 - Blended learning (alternating between face-to-face and online delivery) is not permitted.
 - Hybrid learning (teaching online and face-to-face students at the same time) is not permitted.

Time requirements

- Each online class provides a minimum of two hours of language instruction per week.
- Instruction is delivered for at least 35 weeks of the year.
- No more than 60 minutes per day is delivered synchronously (live online).
 - Remaining instructional time may be delivered on another day or through structured offline learning tasks.

Class size requirements

- Online class sizes must be within the following ranges:
 - Minimum 3 students, maximum 10 students

Portal and application requirements

- Each online class must be entered as one online location in the grant application in the portal.
- Student enrolment details entered in the portal must be accurate and up to date.
- A year-long teaching program must be uploaded with the grant application to the portal:
 - One teaching program per year level
 - Written in English.
- A current cyber safety plan must be uploaded with the grant application in the portal.

Attendance and evidence

- Organisations must maintain accurate attendance records for each online class for the full school year.
- Students must attend at least 70 per cent of online classes in Term 1 to be eligible for funding.
- Organisations must provide one form of evidence per online location in Term 1 as part of the application process.
 - Evidence may include a class schedule, attendance summary, or a screenshot of the class platform homepage.
 - Screenshots must not display student faces or personal details.

Student eligibility

- Only students who reside and attend school in New South Wales, including home-schooled students, are eligible for funding.
- Students from outside New South Wales may participate in online classes but are not eligible for funding.

Teacher requirements

- Online teachers must:
 - reside in Australia
 - hold a valid NSW Working with Children Check (WWCC)
 - have their WWCC details verified through the Office of the Children's Guardian.
- Teachers must be located in Australia and cannot be based overseas.