



Department of Education

## GUIDELINES

### LANGUAGE ASSISTANT PROGRAM IN WESTERN AUSTRALIA January to December 2017

Balai Bahasa Indonesia Perth in collaboration with the Consulate General of the Republic of Indonesia in Perth, Western Australia and the Department of Education of Western Australia are seeking participants in the 2017 Indonesian Language Assistant Program in Western Australia.

The program will be held for one year, from January to December 2017. During the program, participants will teach and assist in Indonesian language classrooms, promoting the Indonesian language teaching and learning program in Western Australia while serving as goodwill ambassadors to introduce Indonesian culture to enhance the bilateral relationship between Indonesia and Australia. Participants will be employed by the Department of Education as an Education Assistant and receive a salary to the amount of approximately AU\$1400 fortnightly.

Applications close 30 June 2016 and are to be emailed to [lap@balaibahasaperth.org](mailto:lap@balaibahasaperth.org).

Please note:

- Only emailed applications to the above email address will be accepted.
- Applications emailed after 30 June will not be accepted.

#### General Requirements

##### Applicants must:

- a. Be under the age of 31 years as of 31 December 2017 due to Australian Immigration Special Language Assistant Program Visa requirements.
- b. Submit an application letter written **in English** .
- c. Complete the application form - downloadable from [www.balaibahasaperth.org](http://www.balaibahasaperth.org)
- d. Hold a recent graduate degree (S1) majoring in the teaching of Indonesian language or English language.
- e. Submit a letter of recommendation from their immediate supervisor.

- f. Have good written and oral English ability (proven by IELTS score of at least 6.5 or its TOEFL equivalent, 600).
- g. Submit a short essay in English of at least 500 words on their motivation or expression of interest to take part in the LAP program and the personal attributes and talents they have.
- h. Submit a letter from a guarantor in Indonesia stating that they will cover the cost of returning the applicant to Indonesia in an emergency.
- i. Be available for a phone or online interview if required during the selection process
- j. Take a medical examination at an appointed institution if selected.
- k. Be willing and ready to be posted to any location within the state of Western Australia.
- l. Arrange their own travel documents (passport and visa), return ticket to Perth, health insurance and other necessary expenses that may occur.

**Please include the following documents in your email application**

- 1. Completed application form
- 2. A passport-sized photograph
- 3. Recommendation letter from the immediate supervisor
- 4. A copy of IELTS or TOEFL certificate.
- 5. A copy of education certificate and transcript.
- 6. A short essay (min 500 words) about the motivation or expression of interest to take part in the LAP program.
- 7. Statement Letter that the applicant is willing to not bring his/her family member to Australia during the program. \*\*\*
- 8. Statement Letter that the applicant is willing to pay for all of their expenses relating to LAP program. \*\*\*
- 9. Statement Letter that the applicant is willing to be posted at any location within the state of Western Australia. \*\*\*
- 10. Criminal record check from Indonesian Police Department.

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NB: Statement letters for 7-9 see sample statement on next page.

*Sample statement....*



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