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Indonesian language and culture



Department of
Education

LAP 2025 GUIDELINES and FAQ

LANGUAGE ASSISTANT PROGRAM IN WESTERN AUSTRALIA January to December 2025

*Before beginning your online application please read this **2025 LAP Guidelines and FAQ** document in full*

Balai Bahasa Indonesia Perth in collaboration with the Department of Education of Western Australia and supported by the Consulate General of the Republic of Indonesia in Perth, are seeking applications for the 2025 Indonesian Language Assistant Program in Western Australia.

The program will be held for one year, from **January to December 2025**. 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 an annual salary of approximately AU\$51,967.50 per year.

Successful applicants are responsible for funding their own return airfare to Perth, such as visa and travel/health insurance costs, etc. Accommodation will be provided by the Department of Education for three weeks after arrival in Perth. After this time, Language Assistants will move into their own rented accommodation (self-funded from their Australian salary).

Applications close at 2400 Australian Western Standard Time (AWST) on **Friday 16 August 2024** via the online Application Form at

<https://bbiperth.wufoo.com/forms/2025-language-assistant-program-western-australia>

ONLY APPLICATIONS SUBMITTED VIA THE ONLINE APPLICATION FORM WILL BE ACCEPTED.

If you still have a question after reading the LAP Guidelines and FAQ document, please direct any enquiries to lap@balaibahasaperth.org.

General Requirements

Applicants must:

- a. Be under the age of 31 years as of 31 December 2025.
- b. Submit an application letter written in English.
- c. Complete the online application form.
- d. Hold a recent graduate degree (S1) in Education, preferably majoring in the teaching of Indonesian language or English language.
- e. Submit a letter of recommendation from their immediate supervisor or manager.
- f. Have good written and oral English ability (proven by IELTS ACADEMIC score minimum 6.0 or TOEFL IBT minimum 90) **NO OTHER TEST SCORES WILL BE ACCEPTED - INCLUDING TOEFL ITP (Institutional Testing Program).**
- g. Submit a **self-written** (NOT AI generated) short essay of 500 words in English on their motivation 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. **If selected**, take a medical examination at an appointed institution.
- k. **If selected**, be willing and ready to be posted to any location within the state of Western Australia.
- l. **If selected**, arrange their own travel documents (passport and visa), return ticket to Perth, health insurance and other necessary expenses that may occur.

**DO NOT APPLY IF YOU HAVE MORE THAN 2 YEARS FULL TIME TEACHING EXPERIENCE AS
YOU MAY NOT BE ELIGIBLE FOR THE SPECIAL PROGRAM VISA**

Please include the following documents in your online application

1. A passport-sized photograph
2. Scanned copy of national identity card (KTP)
3. Recommendation letter from the immediate supervisor
4. A copy of IELTS ACADEMIC or TOEFL certificate.
5. A copy of education certificate and transcript.
6. Criminal record check from Indonesian Police Department.
7. A short essay (min 500 words) about the motivation or expression of interest to take part in the LAP program.
8. Statement that the applicant is willing to not bring his/her family member to Australia during the program.
9. Statement that the applicant is willing to pay for all of their expenses relating to LAP program.
10. Statement that the applicant is willing to be posted at any location within the state of Western Australia.
11. Statement from a guarantor in Indonesia stating that they will cover the cost of returning the applicant to Indonesia in an emergency.



CRITERIA REQUIREMENTS:

1. **I don't have an IELTS or TOEFL iBT score so may I submit my score from TOEFL ITP (Institutional Testing Program) or other?**

No. Only a current IELTS or TOEFL iBT will be considered (within the last 3 years is preferred).

2. **My recent graduate degree is not in the field of Education, am I still eligible to apply for the Language Assistant Program?**

Yes. You are eligible to apply however you must be aware that your application may not be as competitive as a number of other applicants from Education faculties. The focus on teaching and Indonesian language skills together, is key to this Language Assistant Program. We wish you all the best if however you choose to submit an application.

3. **Do I need IELTS General or Academic score**

IELTS Academic

GENERAL CONDITIONS:

1. What are the daily working hours? (Start and end times)

School start and finish times vary slightly from school to school but the school day for a language assistant is 6.5 hours, usually starting around 8:30am and finishing around 3.30pm.

2. Approximately how many hours per week does a Language Assistant attend the workplace?

Monday to Friday every week except School Holidays = 32.5 hours per week

3. What is the schedule for each Term?

Language Assistants will begin in the classroom on Wed 5 February 2025 however they will need to be available to begin in Western Australia up to a week before that date to undertake Professional Learning. Term dates for 2025 are:

- Term 1: Wednesday 5 February to Friday 11 April*
- Vacation: Saturday 12 April to Sunday 27 April*
- Term 2: Monday 28 April to Friday 4 July*
- Vacation: Saturday 5 July to Sunday 20 July*
- Term 3: Monday 21 July to Friday 26 September*
- Vacation: Saturday 27 September to Sunday 12 October*
- Term 4: Monday 13 October to Thursday 18 December*

4. Who is responsible for payment of visa, flight fares for return trip and annual accommodation and daily living expenses.

If offered a placement as a Language Assistant, each Language Assistant is responsible and must accept all expenses to enable them to be in Perth to begin the contract. This will involve paying for their own travel documents (passport and visa), return ticket to Perth, health insurance and other necessary expenses that may occur.

Some Language Assistants in the past have borrowed money from family, friends or guardian, and repaid them from their Australian salary (which is around AU\$52,000 for the year).

*The Department of Education **will pay only for the initial 3 weeks accommodation including food** from the time of their agreed arrival in Perth for their employment. This initial three-weeks accommodation will be in the form of a University boarding house (asrama) or similar.*

The Department of Education will, as quickly as possible, assist each Language Assistant, in conjunction with the school representative, to find local accommodation as close as possible to the Language Assistant's school workplace.

5. Please tell us about insurance such as personal accident and liability. Does the school's insurance cover all employees?

The Department of Education Insurance covers teachers during the period of the work day only. Language assistants must purchase their own private one year health insurance for 2025.

6. What is the annual income for a Language Assistant in Western Australian schools?

Approximately AU\$51,967.50 per year

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