



*BBIP the Place to learn about
Indonesian language and culture*



Department of
Education

LAP 2026 GUIDELINES and FAQ

LANGUAGE ASSISTANT PROGRAM IN WESTERN AUSTRALIA January to December 2026

*Before beginning your online application please read this **2026 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, is seeking applications for the 2026 Indonesian Language Assistant Program in Western Australia.

The program will be held for one year, from **January to December 2026**. During the program, participants will teach and assist in Indonesian language classrooms, promoting the Indonesian language teaching and learning program in Western Australia. They will also serve 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, as well as other costs such as visa and travel and 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 24:00 Australian Western Standard Time (AWST) on **Thursday 17 April 2025** via the online Application Form at <https://bbiperth.wufoo.com/forms/wz00p92170g83v/>

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:

1. Be under the age of 31 years as of 31 December 2026
2. Hold a recent graduate degree (S1) in Education, preferably majoring in the teaching of Indonesian language or English language
3. Have good written and oral English ability (proven by IELTS score minimum **6.0** or TOEFL IBT minimum **90**). **NO OTHER TEST SCORES WILL BE ACCEPTED – INCLUDING TOEFL ITP (Institutional Testing Programs)**
4. Be interested in and passionate about promoting the language and cultures of Indonesia
5. Submit an application letter written in English
6. Submit a letter of recommendation from their immediate supervisor or manager
7. Submit a self-written video of between 4 and 5 minutes in English expressing their motivation for taking part in the LAP program, including their personal attributes and any relevant skills or talents.
8. Submit a letter from a guarantor in Indonesia stating that the guarantor will cover the cost of returning the applicant to Indonesia in an emergency
9. Be available for a phone or online interview *if required* during the selection process
10. **If selected**, take a medical examination in Indonesia
11. **If selected**, be willing and ready to be posted to any location within the state of Western Australia
12. **If selected**, arrange 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 your immediate supervisor
4. A copy of IELTS or TOEFL certificate.
5. A copy of education certificate and transcript.
6. Criminal record check from Indonesian Police Department.
7. A link to your short video (4 to 5 minutes) expressing your motivation for taking part in the LAP program including personal attributes and any relevant skills or talents.
8. Statement that you will not bring your family member to Australia during the program.
9. Statement that you are willing to pay for all of your expenses relating to LAP program.
10. Statement that the you are 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 your return to Indonesia in an emergency.

Further clarification regarding the video component of the application

The video component of the application is an opportunity to show your personality as well as to share your motivation for applying. This is also a space where any specific, relevant skills or talents can be mentioned (such as an aspect of Indonesian culture such as dance, cooking, music; or skills related to teaching or resource creation.) Special interests should also be included.

Your video must comply with the following guidelines

1. Be in English, with clear sound quality
2. Show you speaking to the camera for at least 3 minutes of the video. The other 1-2 minutes can display other relevant material while being narrated by you.
3. Any scripts should be self-written and should NOT be AI-generated
4. Be between 4 and 5 minutes in length
5. Be uploaded to an appropriate website and the link included in the application form. There is a space provided for passwords if you prefer your video to be set to private. Please double-check that the link and password work.



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 those from applicants from Education faculties. The focus on a combination of teaching skills and Indonesian language is key to this Language Assistant Program. However, we wish you all the best if you choose to submit an application.

GENERAL CONDITIONS:

1. What are the daily working hours? (Start and finish 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 with a 30 minute break for lunch.

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 Monday 2 February 2026; however, they will need to be available in Western Australia up to a week before that date to undertake Professional Learning. Term dates for 2026 are:

- *Term 1:* Monday 2 February to Thursday 2 April
- *Vacation:* Friday 3 April to Sunday 19 April
- *Term 2:* Monday 20 April to Friday 3 July
- *Vacation:* Saturday 4 July to Sunday 19 July
- *Term 3:* Monday 20 July to Friday 25 September
- *Vacation:* Saturday 26 September to Sunday 11 October
- *Term 4:* Monday 12 October to Thursday 17 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, visa, return ticket to Perth), health and travel 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 date of the Language Assistant's agreed arrival in Perth for their employment. This initial three-weeks of 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 convenient 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 working day only. Language assistants must purchase their own private one-year health insurance for 2026.

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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