

# IA-CEPA Skills Development Exchange Pilot Application Form (Full SDE Form)

## Form Preview

This document is an example for information only - please complete online form

## Welcome to the IA-CEPA Skills Development Exchange Pilot

### Skills Development Exchange Pilot - Application Form

Thank you for your interest in the Skills Development Exchange Pilot.

This form is for **Indonesian applicants** seeking a workplace placement in Australia under the **Memorandum of Understanding (MoU)** between Indonesia and Australia.

Before applying, please ensure you understand the terms of the MoU. Your completed application will be reviewed by the **Department of Foreign Affairs and Trade (DFAT)**.

Please make sure you have uploaded all of the following **required documents** before you submit your application:

- a copy of your Indonesian passport bio data page
- evidence of adequate English proficiency for the position and intent of the workplace placement
- if the role is in a regulated occupation, copies of your licences, registrations, certificates or other requirements
- Letter of Support from the Sending Organisation
- proof of the Sending Organisation as a legal entity in Indonesia (business identification number/NIB)
- signed, fixed-term employment agreement or contract between you and the Sending Organisation
- Letter of Offer from the Host Organisation (including the company's ABN and an employment agreement between you and the company)

You can stop and save your application at any time. Please use the '**review and submit**' feature to review the form before you submit. Applications not finalised in the system will not be accepted.

Once your documents have been verified by DFAT, you will receive email confirmation that you and the Sending Organisation may start the process of applying for a **Permit of UKPS** from the Ministry of Indonesian Migrant Workers Protection. When this permit is received, you will need to email [iacepa.skills@dfat.gov.au](mailto:iacepa.skills@dfat.gov.au) to attach it to your application.

If your application is approved, DFAT will provide you with a **letter of support**. You will need this letter when you apply to the Department of Home Affairs for a **Temporary work (International relations) visa (subclass 403) Government Agreement Stream**. Your application for this visa must be granted before you can enter Australia and undertake the approved workplace placement.

We aim to process applications promptly, but may need to contact you, or the sending and host organisations in relation to your application. The Department of Home Affairs publishes visa processing times for the subclass 403 visa on its website.

Unsuccessful applicants will be notified by email.

More information about the Skills Development Pilot can be found here: [Skills Development Exchange | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)

If you have questions about this application form, please contact the Skills Development Exchange Pilot team in DFAT at [iacepa.skills@dfat.gov.au](mailto:iacepa.skills@dfat.gov.au)

# IA-CEPA Skills Development Exchange Pilot Application Form (Full SDE Form)

## Form Preview

### Skills Development Exchange Pilot: Exchangee details

\* indicates a required field

#### Additional information about you

This part of the application form collects some of your personal information which DFAT needs to process your application, in addition to the answers you provided in the Expression of Interest (EOI) form.

#### Passport

The passport you upload must be valid and not expired or expiring within the duration of your stay in Australia. If your application is successful, you will need a valid Indonesian passport for your Australian visa application.

**Please upload a scanned copy of the biodata / identity page from your Indonesian passport. \***

Attach a file:

#### English Proficiency

Workplace safety is critical: Exchangees must have adequate language proficiency for the position and the intent of the Workplace Placement, including sufficient English ability to understand workplace safety signage and comply with written or verbal work health and safety directions provided by the Host Organisation.

**Please upload evidence of your level of English proficiency. \***

Attach a file:

This can be a certificate, statement of attainment, or other document that demonstrates your level of English proficiency.

#### Working in regulated occupations

All Skill Development Exchange participants who undertake a regulated occupation (or the duties associated with a regulated occupation) in Australia must be duly licenced, registered or certified to undertake the occupation or duties in the Australian jurisdiction where the workplace placement will be undertaken.

*A regulated occupation is an occupation, including the duties associated with the occupation, requiring a licence, registration or certification to practice in Australia. Many trades in Australia meet this definition.*

**If the workplace placement role is in a regulated occupation, please upload copies of your relevant licences, registrations, certificates or other requirements.**

Attach a file:

# IA-CEPA Skills Development Exchange Pilot Application Form (Full SDE Form)

## Form Preview

### Sending Organisations

\* indicates a required field

#### Letter of Support from the Sending Organisation

A **Sending Organisation** is the business enterprise which is sending an **Exchangee** (a participant in the program) to undertake a **Workplace Placement**. All applicants must provide a Letter of Support from the Sending Organisation.

A **template** for the Letter of Support from the Sending Organisation can be [downloaded here](#) (or see 'Key documents and further information' at [Skills Development Exchange](#))

The Letter must be addressed to you, as the prospective Exchangee. The Letter must provide the following information:

- the prospective Exchangee's details
- a description of the prospective Exchangee's current position within the Sending Organisation
- support to participate in the Workplace Placement
- confirmation that the prospective Exchangee's current position will be available upon completion of the Workplace Placement
- a description of any training objectives for the workplace placement, if relevant
- a description of the Sending Organisation's relationship with the Hosting Organisation
- contact details (including the email address) of a representative of the Sending Organisation, should we need to get in touch with them

**Guidance on the training permitted** under the Skills Development Exchange can be found in the Skills Development Exchange Pilot MoU.

**Please upload the Letter of Support from the sending organisation here. \***

Attach a file:

A template for the Letter of Support from the Sending Organisation can be downloaded here: <https://www.dfat.gov.au/sites/default/files/template-sending-organisation-sde-pilot-letter-support.docx>.

#### Business Identification Number of the Sending Organisation

You must provide a Business Identification Number or Nomor Induk Berusaha (NIB), as proof that the Sending Organisation is a legal entity in Indonesia.

**Please enter the Sending Organisation's business identification number/NIB here:**

\*

#### Employment agreement or contract with the Sending Organisation

You must provide a signed, fixed-term employment agreement or contract between the Sending Organisation and you, as their employee.

**Please upload the employment agreement or contract here. \***

# IA-CEPA Skills Development Exchange Pilot Application Form (Full SDE Form)

## Form Preview

Attach a file:

### Business-to-business relationship

As outlined in the IA-CEPA Skills Development Exchange MoU, the Sending Organisation and Host Organisation should have an existing relationship or establish a relationship, such as a contract to supply services, for the purpose of arranging a Workplace Placement. This includes exchanges between:

- branches or parts of the same organisation;
- an organisation and an affiliate organisation (for example, between a company and a subsidiary or related entity);
- an organisation and an established partner organisation (for example, between joint venture partners, businesses with existing formal links, or between a business and an established client); or
- organisations that are Members of KADIN, APINDO, IABC, ACCI, Ai Group or AIBC.

Please provide evidence of one of the above business-to-business relationships. This may include a Company Profile, Deed of Establishment and Latest Amendment, Certificate of Incorporation from the Australian company, Shareholders Agreement, Organizational Structure Chart, Letter of Statement or Affiliation Letter, Financial Report, Notarial Deed, and/or other official documents that explain the relationship between the Sending and Hosting Organisations.

**Please upload evidence of the relationship between the Sending and Hosting Organisations here. \***

Attach a file:

### Host Organisations

\* indicates a required field

#### Requirements on Host Organisations

A **Host Organisation** is an Australian business that hosts an **Exchangee** (a participant in the program) for a **Workplace Placement in Australia**.

Host Organisations are responsible for arranging and funding Workplace Placements for Exchangees, including:

- the Exchangee's travel
- workplace-based training and any formal training allowed under the Skills Development Exchange MoU
- remuneration consistent with requirements in the Host jurisdiction
- health insurance
- sector-specific workplace insurance (where applicable)

Definitions and additional Information

- **Workplace Law:** Includes all laws and rules that govern employment relationships, safety, discrimination, and workers' compensation.

# IA-CEPA Skills Development Exchange Pilot Application Form (Full SDE Form)

## Form Preview

- **Regulated Occupation:** Jobs that require official approval (e.g., license, registration, certification) before someone can work in them. Examples: electricians, doctors, nurses, teachers, engineers, accountants.
- **Visa holders and migrant workers** have the same rights and protections as other employees in Australia.
- For details on pay and conditions, use the [Pay and Conditions Tool](#) on the Fair Work Ombudsman website.
- For workplace safety info, visit the [Safe Work Australia website](#).

## Host Organisation Letter of Offer

All applicants must submit a **Letter of Offer** from the Host Organisation. A **template** for the Letter of Offer from Host Organisation can be [downloaded here](#) (or see 'Key documents and further information' at [Skills Development Exchange](#))

The Letter must be addressed to you, as the prospective Exchangee, and must confirm:

- the Host Organisation's ABN
- the occupation, description of role, and list of duties, to be undertaken
- that the Host Organisation will meet the obligations identified above
- the Exchangee satisfies any licensing, registration, certification or other relevant requirements, if the Workplace Placement will be in a Regulated Occupation
- the Workplace Placement will be undertaken in accordance with the Workplace Law in the jurisdiction that the placement is hosted
- contact details (including the email address) of a representative of the Host Organisation, should we need to get in touch with them.

**Please upload the Letter of Offer from the Host Organisation here. \***

Attach a file:

A template for the Letter of Offer from the Host Organisation can be downloaded here: <https://www.dfat.gov.au/sites/default/files/template-host-organisation-sde-pilot-letter-offer.docx>

## Host Organisation Employment Agreement

If not already specified in the Letter of Offer, please upload an Employment Agreement with the Host Organisation here. This must include agreed conditions on:

- monthly salary
- leave entitlement
- overtime
- working hours
- insurance
- contract duration
- round-trip airfare
- company provided benefits (e.g., housing, transportation, laundry, etc, and expressed in monetary value).

**Please upload Employment Agreement here (or ensure all details are included in Letter of Offer above):**

# IA-CEPA Skills Development Exchange Pilot Application Form (Full SDE Form)

## Form Preview

Attach a file:

Further information on your Workplace Placement with the Host Organisation

**What is the legal name or trading name of the Host Organisation?**

**What is the ABN (Australian Business Number) or ACN (Australian Company Name) of the Host Organisation?**

**Please enter the address where you will be working for the Host Organisation:**

**What is the intended length of the Workplace Placement**

Please note duration of stay may not exceed 12 months.

**If approved, what date do you expect the Workplace Placement to start?**

This date should be indicated in your Letter of Offer or Employment Agreement. You, and your prospective Host Organisation, will need to factor in the time it takes for us to process this application, and the time it takes the Department of Home Affairs to process your visa application.

**If approved, what date do you expect the Workplace Placement to end?**

Please note that you must advise the Department of Home Affairs if you cease to work for the Host Organisation that issued the Letter of Support. It will be a condition of your visa that you remain with this organisation for the duration of the Workplace Placement.

## Before you submit

\* indicates a required field

### Privacy

Please read the IA-CEPA Skills Development Exchange Privacy Notice [here](#) or contact [iacepa.skills@dfat.gov.au](mailto:iacepa.skills@dfat.gov.au) for a copy.

By clicking accept, you:

- **acknowledge** that you have read and understood this Privacy Notice;
- **consent** to DFAT's collection and handling of your personal information in accordance with this Privacy Notice, including to other parties located overseas;

# IA-CEPA Skills Development Exchange Pilot Application Form (Full SDE Form)

## Form Preview

- **acknowledge** and agree that DFAT will not be responsible under the [Privacy Act 1998 \(Cth\)](#) for how the overseas party handles your personal information; and
- **represent and warrant** that where you have provided any personal information of a third party (such as your employer), they have consented to DFAT managing their personal information as set out in this Privacy Notice.

It is your choice what personal information you provide to us in relation to the application. However, if you do not complete the application form and provide the letters issued by your current employer and the prospective Australian employer, DFAT may not be able to assess or manage your application.

**Please select an option below \***

- Accept  Do not accept

## Consent to promotional, marketing and publicity purposes

By clicking accept, you:

- **consent** to DFAT using or publishing my personal information for promotional, marketing or publicity purposes, including to overseas recipients; and
- **acknowledge** and agree that DFAT will not be responsible under the [Privacy Act 1998 \(Cth\)](#) for how the overseas party handles your personal information.

**Note:** providing your consent for promotional, marketing or publicity purposes is **voluntary**. If you do not provide your consent, it will not affect your application for a letter of support from DFAT.

**Please select an option below \***

- Accept  Do not accept

## Conflict of interest

It is important that conflicts of interests are disclosed and managed appropriately during the application process.

There may be a conflict of interest, or perceived conflict of interest, if an applicant has, for example:

- a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer, including any staff temporarily contracted to DFAT, or
- a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicant from carrying out their role as an applicant or participant fairly and independently.

Applicants must declare any perceived or existing conflicts of interests or that, to the best of the applicant's knowledge, there is no conflict of interest.

**Please select one of the following options. \***

- I do not have a conflict of interest  I have a conflict of interest

## Evaluation of the Skills Development Exchange Pilot

The Skills Development Exchange is a pilot initiative. Australia and Indonesia will periodically evaluate the implementation of the Skills Development Exchange. These evaluations are

# IA-CEPA Skills Development Exchange Pilot Application Form (Full SDE Form)

## Form Preview

critical to decisions about the way the Skills Development Exchange is managed and we may contact you for feedback on your experiences. If you do not provide your consent, it will not affect your application for a letter of support from DFAT.

**May we contact you as part of the future evaluation of the Skills Development Exchange Pilot? \***

Yes

No

## Submission

### Submission

Thank you for completing the application. You may now proceed to submit your application.

Please note that DFAT may contact you in relation to your application. Please ensure you monitor the email address you provided to us.