

Short Guide

Indonesia-Australia Skills Development Exchange Pilot Program



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Welcome Message

When announcing the Indonesian Skills Development Exchange Pilot Program in [August 2023](#), the Australian Minister for Trade and Tourism, Senator the Hon Don Farrell called for greater cooperation between Australian and Indonesian businesses and workers, as a means to support greater bilateral trade and investment.

With the signing of an expanded Memorandum of Understanding on the Indonesia-Australia Skills Development Exchange Pilot, eligible workers from either country will be able to travel to Australia or Indonesia to develop workplace skills, as well as intercultural and business connections.

Boosted by the Indonesia-Australia Comprehensive Economic Partnership Agreement, there's a renewed push for deeper bilateral economic ties, cultural understanding, and people-to-people links. At Katalis, we're excited to support cross-border training and upskilling opportunities between Indonesia and Australia as we see these as essential in stimulating and reinforcing deeper bilateral commercial partnerships in the mutual interest of Indonesia and Australia.

This guidebook provides a detailed look at the Skills Development Exchange Pilot Program, eligibility requirements, and how to apply. Between 2023 and 2028, 1,500 exchange placements will be available for businesses and workers across seven sectors: agriculture; tourism and travel-related services; green economy; financial and insurance services; mining, engineering and related technical services; information media and telecommunications services; agribusiness and food processing; and creative economy.

We hope you find this guidebook informative.

Warm Regards,

Paul Bartlett
Direktur, Katalis

What is the Indonesia-Australia Skills Development Exchange Pilot?

The Indonesia-Australia Skills Development Exchange (SDE) Pilot is a scheme that will facilitate short-term exchanges to share skills and practical work experience between Indonesia and Australia. It was initially introduced in a Memorandum of Understanding (MoU) under the Indonesian Australia Comprehensive Economic Partnership Agreement (IA-CEPA) which came into force in July 2020, and was updated in August 2023.

The Pilot will enable Workplace Placements for up to 12 months in specified sectors, for up to 1500 Indonesians in Australian workplaces and up to 1500 Australians in Indonesian workplaces (annual quotas apply).

What are the objectives of the Indonesia-Australia Skills Development Exchange Pilot?

The objectives of the Pilot are to:

- facilitate exchanges (up to a maximum of 12 months in duration, but can also be shorter) to share skills and practical work experience between Indonesia and Australia
- strengthen understanding of business, government and cultural practices in Indonesia and Australia
- strengthen cooperation between Indonesian and Australian government agencies on collaborative skills development; and
- enable business to provide targeted workplace-based training and experience to employees in both Indonesia and Australia to improve skills competencies

What sectors are covered by the Indonesia-Australia Skills Development Exchange Pilot?



Financial and insurance services



Creative economy



Tourism and travel related services



Mining, engineering and related technical services



Agri-business and food processing



Information media and telecommunications services



Green economy

Other sectors may be included in the Pilot, if agreed by both countries, and subject to consultations with local industry stakeholders.

What organisations are eligible to participate in the Pilot?

Organisations eligible for participation in the Pilot must have a relationship with a partner organisation in the other country. The relationship can be either existing or established for the purpose of arranging a Workplace Placement, such as a contract to supply services. The relationship must be 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 any of: Kamar Dagang Indonesia (KADIN), Asosiasi Pengusaha Indonesia (APINDO), Indonesia Australia Business Council (IABC), Australia Chamber of Commerce and Industry (ACCI), Australia Industry Group (Ai Group), Australia Indonesia Business Council (IABC)

Who is eligible to apply?

There are individual, workplace, and specified sector requirements that must be met by applicants.








Individual requirements

- Full time employed and sent by the Sending Organisation
- Have relevant skills and meet employment, skills, and licencing requirements for the Workplace Placement
- Have adequate language proficiency for the position and the intent of the proposed exchange
- Aged over 18 years old at the time of applying to participate in a Workplace Placement
- If the Workplace Placement is a position in a regulated occupation, satisfy any licensing, registration, certification or other requirements relevant to the occupation and comply with workplace law in the jurisdiction in which the Workplace Placement is hosted
- Possess the appropriate skill level to undertake a Workplace Placement, at the appropriate skill level defined for Australia and Indonesia, individually

Workplace Placement requirements

- Placement will be granted from 25 August 2023 to 30 June 2028 with a specific quota placement approved for each cycle year
- Maximum period for term of placement is 12 months
- While on a Workplace Placement, participants may obtain qualifications or certification through participation in relevant training, for example, formal training for licensing or regulatory purposes for the occupation
- **For Indonesian individuals traveling to Australia:** Placements must be in an occupation as defined in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) Skill Level 1-3
- **For Australian individuals traveling to Indonesia:** Placements must be at an appropriate skill level, with placements up to 6 months requiring a Diploma 1, or placements up to 12 months requiring a bachelor's degree or above and 5 years working experience

Specified sector requirements

- Placements will be supported in the following sectors:
 -  Financial and insurance services
 -  Creative economy
 -  Tourism and travel related services
 -  Mining, engineering and related technical services
 -  Agri-business and food processing
 -  Information media and telecommunication services
 -  Green economy
- Other sectors may be considered, subject to agreement by both governments and a suitable Workplace Placement being identified



What are the requirements of a Sending Organisation?

For a Workplace Placement in **Australia**, the Sending Organisation in Indonesia should provide a letter of support to the prospective Exchangee outlining:

- the prospective Exchangee's details, including their current position within the Sending Organisation
- that the Sending Organisation supports the Exchangee's participation in the Workplace Placement
- confirmation that the prospective Exchangee's current position will be available upon completion of the Workplace Placement; and
- the Sending Organisation's relationship with the Host Organisation

For a Workplace Placement in **Indonesia**, the Sending Organisation in Australia should support the Host Organisation in making applications for permits and approvals as required. Prospective Australian sending organisations may contact DFAT through online platform iacepa.skills@dfat.gov.au and provide the Exchangee's details and details of the Host Organisation as the basis for DFAT to generate the Letter of Acknowledgement.

What are the requirements of a Host Organisation?

For a Workplace Placement in **either Australia or Indonesia**, Host Organisations will be responsible for arranging and funding Workplace Placements for Exchangees, including:

- travel arrangements
- workplace-based training and any formal training
- remuneration consistent with requirements in the host jurisdiction
- health insurance; and
- workplace insurance, where applicable

For a Workforce Placement in **Indonesia**, the Host Organisation should:

- obtain a written permit from the Indonesian Ministry of Manpower (MoM) to receive the Exchangee
- register at tka-online.kemnaker.go.id for applying a Foreign Worker Utilisation Plan (RPTKA); and
- obtain either; a) a letter of acknowledgement from the Australian Department of Foreign Affairs and Trade (DFAT), which will enable Indonesia and Australia to track applications under the MoU; or b) if the Host Organisation is a member of an Indonesian Business Peak Body, a letter of acknowledgment from the Business Peak Body, which will be considered as equivalent to the letter of acknowledgement from DFAT

What sort of training will be supported?

- Training supported under the Pilot will depend on the participant's needs and skill development priorities of the Sending Organisation
- Training may include classroom-based learning, technical training and 'on-the-job' skills development, delivered at the workplace or by external providers
- The Host Organisation should encourage Exchangees to take an examination for certification during the program, where feasible. While formal training may be undertaken this is not to be the primary purpose of the Workplace Placement
- Host Organisations should provide to Exchangees at the conclusion of a Workplace Placement a written statement confirming the training and period of the placement undertaken by the Exchangee

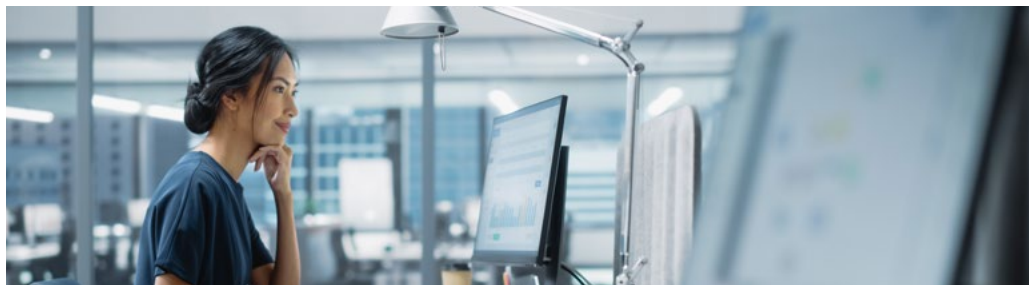
What is ANZSCO and why is it relevant to the SDE scheme?

ANZSCO is the Australian and New Zealand Standard Classification of Occupations, which sets out the skill level and specialisation usually necessary to perform the tasks of a specific occupation, or of a group of occupations. Any Indonesian Exchangee applying for the SDE has to be in an occupation that falls under the ANZSCO skill level 1, 2 or and 3.

- ANZSCO Skill Level 1: These occupations have a level of skill commensurate with a bachelor's degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances, relevant experience and/or on-the-job-training may be required in addition to the formal qualification
- ANZSCO Skill Level 2: These occupations have a level of skill commensurate with either a New Zealand Register Diploma or an Australian associate degree, advanced diploma or diploma. At least three years of relevant experience may substitute for formal qualifications listed above. In some instances, relevant experience and/or on-the-job-training may be required in addition to the formal qualification
- ANZSCO Skill Level 3: These occupations have a level of skill commensurate with:
 - Australian Certificate IV; or
 - Australian Certificate III and at least two years of on-the job training
 - At least three years of relevant experience may substitute for formal qualifications. In some instances, relevant experience and/or on-the-job-training may be required in addition to the formal qualification

Example: Retno is a creative economy professional with experience designing and implementing artistic policy for festivals. She's applying for a Workplace Placement to Australia as an Artistic Director with an Australian production company. Under the ANZSCO, Retno's placement in Australia is an occupation listed under 212111 Artistic Directors. This occupation is defined at Skill Level 1 in ANZSCO. This meets the requirements for a Workplace Placement in Australia.

How does an Indonesian worker apply?



- 1 Confirm applicant eligibility (as outlined on Page 3-4)**
 - The applicant must meet any relevant occupational regulatory, certification or other requirements in Australia
 - There must be an eligible relationship between the Sending Organisation and Hosting Organisation (either existing or established for the purposes of a Workplace Placement)
 - The applicant must meet the eligibility criteria, and the placement needs to be in a job position in an occupation as defined in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) Skill Level 1-3
- 2 Obtain Financial Sponsorship from Hosting Organisation**

Obtain sponsorship from the Hosting Organisation, which will cover the funding for the Workplace Placement, including costs for travel and training (workplace-based or formal), insurance, and remuneration consistent with Australian requirements.
- 3 Determine the terms and conditions for skills development**

Determine the terms and conditions for the Workplace Placement, jointly with the Sending Organisation and the Hosting Organisation. This includes determining the skills to be developed during the Workplace Placement.
- 4 Apply for a Workplace Placement in a relevant sector**

The sending organization will need to obtain a written permit from the Ministry of Manpower for sending the Exchangee.

The Prospective Australian host organisation contacts DFAT through icepa.skills@dfat.gov.au to obtain access to the online application form. The application process to DFAT is usually led by the Australian host organisation, in collaboration with the Exchangee and the sending organisation. DFAT does not accept applications from individuals unless they can demonstrate in-principle agreement between a host organisation and their employer (the sending organisation).

DFAT issues a supporting letter (usually within 7 days) which enables applications for Australia's subclass 403 (Government Agreement stream) visa. The visa application is separate and is managed by Australia's Department of Home Affairs.

5

Visa application

Exchangee submits a visa application to the Australian Government Department of Home Affairs and attaches the written approval from DFAT for the Workplace Placement.

| How does an Australian worker apply?



1

Confirm applicant eligibility (as outlined on pages 3-4)

- The applicant must meet the eligibility criteria
- The applicant must meet any relevant regulatory, certification or other requirements for the occupation in Indonesia
- There must be an eligible relationship between the Sending Organisation and Hosting Organisation (either existing or established for the purposes of a Workplace Placement)
- The applicant must meet the eligibility criteria, and meet applicable Indonesian skill level requirements:
 - Diploma 1 degree for a Workplace Placement of up to 6 months; or
 - Bachelor's degree and above with five years working experience for a Workplace Placement up to 12 months duration

2

Secure funding from Hosting Organisation

Confirm the Hosting Organisation will provide funding for the Workplace Placement, including costs for travel and training (workplace-based or formal), and remuneration consistent with any applicable Indonesian requirements.

3

Determine the terms and conditions for the Workforce Placement

Determine the terms and conditions for the Workplace Placement, jointly with the Sending Organisation and the Hosting Organisation. This includes determining the skills to be developed during the Workplace Placement.

4

Host Organisation facilitates visa and approvals for the Workforce Placement

The Host Organisation must arrange necessary approvals and applications for a visa for the Exchangee.

- The Host Organisation should:
 - register and apply for a Foreign Worker Utilisation Plan (RPTKA). Required documents include:
 - ▶ passport of the prospective Exchangee
 - ▶ recent photo of the prospective Exchangee
 - ▶ education certificate of the prospective Exchangee
 - ▶ certificate of competency or work experience of the prospective Exchangee
 - ▶ either: a) letter of acknowledgement from DFAT or; b) if the Host Organisation is a member of an Indonesian Business Peak Body, a letter of acknowledgment from the Business Peak Body is equivalent to the letter of acknowledgement from DFAT
 - obtain a written permit from the Indonesian Ministry of Manpower for the Workplace Placement
 - obtain either a letter of acknowledgement from DFAT or from an Indonesian Business Peak Body, as set out above
- The Host Organisation should apply for a visa for the Exchangee (visa index C312, Limited Stay Visa), by submitting the relevant application and copy of the approved RPTKA to the Directorate General of Immigration at the Indonesian Ministry of Law and Human Rights

Reference

[Skills Development Exchange](#), Australian Government Department of Foreign Affairs and Trade Memorandum

[Memorandum of Understanding on the Indonesia-Australia Skills Development Exchange Pilot \(Amended\)](#), Australian Government Department of Foreign Affairs and Trade Memorandum, 25 August 2023

[Memorandum of Understanding on the Indonesia-Australia Skills Development Exchange Pilot \(Original\)](#), Australian Government Department of Foreign Affairs and Trade Memorandum, 4 March 2019

SDE Key Criteria for Placement in Australia, Australian Government Department of Foreign Affairs and Trade



Program Percontohan Pertukaran Pengembangan Keterampilan Indonesia-Australia

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