**Australia Indonesia Youth Exchange Program (AIYEP)**

**School Placements 2019**

**Application and Agreement Form**

**School details***Only where the applicant is a single school*

|  |  |
| --- | --- |
| School name |  |
| Address |  |
| Region |  |
| Language/s taught |  |
| Telephone |  |
| Email |  |
| Principal’s name |  |

**Cluster details***AIYEPers are placed in schools as language assistants full time (i.e. 5 days a week for the entire duration of the school placement). Small schools may consider submitting a joint application with 2-3 other schools*

|  |  |
| --- | --- |
| \*Base school name |  |
| Address |  |
| Region |  |
| Language/s taught |  |
| Telephone |  |
| Email |  |
| Principal’s name |  |
| School 2 name |  |
| School 3 name (if applicable) |  |

\**The base school will be responsible for the administration and coordination of the assistant’s placement across all schools.*

**Outline how your school (or where relevant your cluster) will use the AIYEPer   
to support the Indonesian language program/s** (max 200 words)

**Outline how the cluster proposes to share a language assistant across the 2-3 schools   
in the cluster** (max 200 words)

*Only where the applicant is a cluster of schools*

We thank you for agreeing on behalf of your school to accept an AIYEP delegate for the purpose of undertaking an unpaid, full-time work placement with you. The involvement of high quality host organisations in AIYEP is paramount to the successful running of this program.

The purpose of this form is to make clear the obligations of the AIYEP program team, the Host School, and the Indonesian delegate in relation to the placement, and to understand your school’s motivation in hosting an AIYEPer.

*Please note this document serves as a non-binding preliminary agreement between AIYEP and the Host School. The signing of this document is taken as a statement of intent from the Host School, signifying their willingness to accept an AIYEP participant as a Language Assistant, should a participant with appropriate skills and interests be available.*

Please return this form to Project Manager Dr Elly Kent (elly.kent@afs.org) by **Monday 2 September 2019.**

**AIYEP agrees to:**

* Facilitate a week-long in-country orientation at the beginning of the program to prepare participants for Australian culture and the Australian workplace, including expectations around working in schools and/or with children;
* Find participants appropriate host family accommodation;
* Have staff members present in-state/territory to assist participants throughout the program with pastoral matters;
* Provide appropriate advice and support to the Host School regarding the requirements of the placement for the duration of the program including a work placement visitation;
* Provide participants with full contact details of the relevant Indonesian Consulate and their Embassy in Canberra, such as may be required for security purposes, and to inform appropriate embassy officials of the arrangements for AIYEP program;
* Assist participants in obtaining the appropriate visa for the program;
* Provide public liability insurance and health cover for all participants;
* Provide background information about the participant to the Host School prior to the commencement of the placement;
* Ensure the participant obtains a current Working with Children Check assessment notice
* Provide the Host School with the opportunity for feedback.

**The Indonesian Participant agrees to:**

* Participate fully in the working life of the Host School under the supervision of a mentor, to an extent appropriate to the participant’s level of experience and skill, as stated in their application materials;
* Behave in accordance with the highest professional standards and in a culturally and contextually appropriate manner;
* Comply with any reasonable agreements or requirements normally entered into between the Host School and employees/ work experience candidates/volunteers.

**The Host School agrees to** (please tick the following boxes if you agree):

* Accept a specified number of Indonesian AIYEP participants, as discussed with the AIYEP Project Team, for a work experience placement in a three-week block;
* Involve the participant in all the normal activities of the work environment, as appropriate to the participant’s level of experience and skill;

Provide each participant with:

* A key contact who will supervise and advise the participant;
* On-going advice to the participant regarding his/her duties in that work environment;
* A conducive work environment and facilities for the participant (desk/work-space, access to equipment);
* Constructive tasks that encourage interaction with other staff and/or students, and recognise the participant’s position as a delegate within a bilateral agreement between the Indonesian and Australian government;

Provide the AIYEP Project team with:

* Feedback on the program and any suggestions for future improvements;
* Three publishable photos of the AIYEP delegate at work in school, with any individuals depicted having previously provided appropriate consent (or that of a parent or guardian)

*AIYEP would like to promote your school’s involvement in our program through our website and social media pages. Please advise where students have not given photo or video permission.*

School Name:

Principal’s Name:

Principal’s Signature:

Date: \_\_\_/\_\_\_/2019

Should you require any further assistance please contact Project Manager at elly.kent@afs.org