



AUSTRALIA-INDONESIA
YOUTH EXCHANGE PROGRAM

2013-2014

Promoting cross-cultural
understanding since 1981

<http://aiyep.tcn.com.au>

INFORMATION FOR WORKPLACE PROVIDERS

Work experience provided to Indonesian participants in AIYEP is an opportunity for them to become aware of the conditions, practices and behaviours in the Australian work place, the career pathways that are available, and for the participants to obtain beneficial learning experiences.

1. Selecting a Participant

The participants in the program are briefed on Australian culture and generally what to expect in the Australian workforce – and how to respond appropriately. Care is taken to match a participant with an employer, according to the type of work experience available and the participant's education, career aspirations and personal interests.

2. Days of Work Experience

Each participant will be available for work experience from Tuesday to Friday, or Saturday, of each week of their local stay. Placements are sought for the three week period starting Tuesday 22 October to Friday 8 November 2013. The Mondays are set aside for the Indonesian group to present cultural performances to schools and community interests.

3. Religion

About 90% of Indonesians are Muslims (of Islamic faith). A devout Muslim prays five times a day and prayer is a ritual involving prior ablution with water. The majority of AIYEP participants who are Muslim are moderate in their religion and will quietly observe their daily prayers. They will be asked to talk with their work experience provider at the beginning of their placement, about finding a small area (perhaps an unused room) for prayer if required. Muslims also do not eat pork and refrain from alcohol.

4. Praying at Mosque

Most if not all of the male participants who are Muslim will wish to go to a mosque for lunch-time prayers on a Friday. This is a requirement of their religion, which you are asked to respect. After prayers they are expected to return to their place of work experience. Where there is not a mosque, for instance in a regional or rural location, the participant/s will still wish to observe lunch-time prayers.

5. Communication

All the participants have basic or better English comprehension. However it is asked that those in the workplace environment speak slowly and clearly and ensure the participant understands what is being said. Try to avoid too many colloquial expressions when explaining something.

The Indonesian culture does not encourage a direct, frank approach or overly strong eye contact in personal or business communications as is common in Australia. Many Asians find it rude or difficult to say "no" so they may say "yes" in a way that to them really means "no" or "maybe", or they will politely refrain from giving a direct answer. *Workplace colleagues can make it known that the more direct Australian approach should be used during the Indonesian participant's work experience placement to avoid confusion or misunderstanding.*



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6. Living Allowance

Each participant has a small allowance that is meant to cover travel to and from their work placement (mainly applicable to capital city location), lunch during the working week and the cost of any basic outings undertaken with their host family.

7. Insurances / Medical & Dental Treatment

Each participant has comprehensive sickness and accident insurance. If the participant placed with you needs attention, please contact the AIYEP Local Coordinator, Sylvia Sidharta when seeking any treatment and definitely as a matter of priority in any emergency situation. In the absence of the Local Coordinator you must advise the AIYEP Supervisor, Deane Edgecombe. Their contact details are below. The insurance policy includes Personal Liability protection to the limit of \$1m.

All the participants have undergone medical and dental examinations to attest to their health, and have received a Police clearance confirmed by the Australian Embassy in Jakarta.

8. Work Reference

At the end of their placements, the participants greatly value receiving a work reference.

9. Program Coordination

The Program Coordinator, TCN Projects, can be contacted at any time about any aspect of the program. TCN is a specialist provider of project management and media and marketing services in the bilateral relationship with Indonesia.

10. Some Useful Websites

www.dfat.gov.au/aii	Australia-Indonesia Institute
www.antara.co.id	Indonesian National News Agency
www.tourismindonesia.com	Tourism Indonesia
www.dfa-deplu.org.id	Indonesian Foreign Affairs Department
www.kbri-canberra.org.au	Indonesian Embassy, Canberra
www.austrade.gov.au	Australian Trade Commission
www.aibc.net.au	Australia-Indonesia Business Council
www.aim.org.au	Australian Islamic Mission

11. Any Queries

You are encouraged to contact the following for any information further to these notes or to discuss any aspect of AIYEP:

Sylvia Sidharta, Sydney Local Coordinator
Mobile: 0419 353 690
Email: sylvia@tcn.com.au

Deane Edgecombe, AIYEP Supervising Coordinator
Mobile: 0417 821 065
Email: aiyep@tcn.com.au