 **IN-COUNTRY INDONESIAN Language COURSE**

**application form**

Teachers currently teaching Indonesian in a government school who have **beginner** language skills are invited to apply to undertake an in-country Indonesian language course to build their language skills to enable them to undertake a Language Teacher Methodology course to become a qualified language teacher.

**Applicant Details**

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| --- | --- | --- | --- |
| **Teacher Name** |  | | |
| **School Name** |  | | |
| **Street** |  | | |
| **Suburb** |  | **Postcode** |  |
| **Telephone** |  | | |

|  |  |
| --- | --- |
| **School Principal** |  |
| **Telephone** |  |
| **Email** |  |

Are you an Australian citizen or permanent resident of Australia?  Yes  No

Do you have a VIT registration?  Yes  No

Please provide a brief outline of your current role as an Indonesian language teacher at your school.

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Please provide a brief description on your current level of Indonesian language skills and your reason for applying to undertake an in-country Indonesian language course.

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Teachers must select a course from the attached Approved Indonesian Language Course Providers - language courses not on the list will not be funded. Please provide the following information about your proposed course.

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution name** |  | | |
| **Institution address** |  | | |
| **Course start date** |  | **Course end date** |  |
| **Total hours of language study** |  | **Total hours of cultural study** |  |

**Terms and Conditions**

1. The Language Course is to take place over a maximum of four weeks over the December 2017- January 2018 school holiday period.
2. The Language Course must include at least 50 hours of direct language tuition and between 15 and 20 hours of cultural activities. (Teachers must select a course from the attached Approved Language Course Providers - languages courses not on the list will not be funded.)
3. No CRT will be reimbursed. The in-country course and related travel is to be undertaken solely during the December 2017- January 2018 school holiday period.
4. Up to $6,000 will be reimbursed to the teacher’s school through the *Schools Targeted Funding Governance Portal* for approved expenditure by the school. Only the following categories will be considered for reimbursement:

* **Travel** i.e. a return economy airfare and in-country travel to the course location; and for rural teachers requiring overnight accommodation in Melbourne prior to departure from Tullamarine Airport
* **Professional development fees** i.e. payment of an approved in-country language course
* **Meals and accommodation** i.e. basic homestay accommodation and some meals (excluding alcohol)
* **Personal expenditure** i.e. for Visa costs where required

1. The teacher, with support of their Principal, is responsible for forecasting their proposed international travel at least three months prior to travel, and applying for approval to travel in line with DET’s Travel Policy.
2. The teacher, with support of their Principal, is responsible for reserving their place in a suitable course from the Approved Language Courses Providers list.
3. NOTE: Airfares and language course and accommodation costs should not be paid until the teacher has received approval to travel from the Department.
4. The Principal will be responsible to follow up all procedures and payments for teachers who has fixed- term contract ceases in December 2017/January 2018.

I agree to the Terms and Conditions of the In-country Indonesian Language Courseand endorse the teacher’s application to undertake an in-country Indonesian language course during the December 2017- January 2018 school holiday period.

Teacher’s Name:

Teacher’s Signature: Date: \_\_\_/\_\_\_/2017

School Name:

Principal’s Name:

Principal’s Signature: Date: \_\_\_/\_\_\_/2017

**Please sign and return to the Languages Unit by 25 September 2017 at**[sarwo-rini.kristien.k@edumail.vic.gov.au](mailto:sarwo-rini.kristien.k@edumail.vic.gov.au)