



**MENTERI KETENAGAKERJAAN
REPUBLIK INDONESIA**

REGULATION OF THE MINISTER OF MANPOWER
OF THE REPUBLIC OF INDONESIA
NUMBER 6 OF 2020
ON
DOMESTIC APPRENTICESHIP ORGANIZING

BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER OF MANPOWER OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that domestic apprenticeship organizing as referred to in point a is the implementation of the provisions of Article 9 section (4) of Government Regulation Number 31 of 2006 on National Training System;
 - b. that the provisions in Regulation of the Minister of Manpower Number 36 of 2016 on Domestic Apprenticeship Organizing are no longer in accordance with the development and needs of organizing apprenticeship in the this country so they need to be replaced;
 - c. that based on the considerations as referred to in point a and point b, it is necessary to issue a Regulation of the Minister of Manpower on Domestic Apprenticeship Organizing;
- Observing :
1. Article 17 section (3) of the 1945 Constitution of the Republic of Indonesia;
 2. Law Number 13 of 2003 on Manpower (State Gazette of the Republic of Indonesia of 2003 Number 39, Supplement to the State Gazette of the Republic of

- Indonesia Number 4279);
3. Government Regulation Number 31 of 2006 on National Training System (State Gazette of the Republic of Indonesia of 2006 Number 67, Supplement to the State Gazette of the Republic of Indonesia Number 4637);
 4. Presidential Regulation Number 18 of 2015 on Ministry of Manpower (State Gazette of the Republic of Indonesia of 2015 Number 19);
 5. Regulation of the Minister of Manpower Number 8 of 2014 on Guidelines for Organizing Competency-Based Training (State Gazette of the Republic of Indonesia of 2014 Number 586);
 6. Regulation of the Minister of Manpower Number 8 of 2015 on Preparation Procedures for Making Draft Law, Draft Government Regulation, and Draft Presidential Regulation and Making Draft Ministerial Regulation in Ministry of Manpower (State Bulletin of the Republic of Indonesia of 2015 Number 411);
 7. Regulation of the Minister of Manpower Number 13 of 2015 on Organization and Work Procedure of Ministry of Manpower (State Bulletin of the Republic of Indonesia of 2015 Number 622) as amended several times and last by Regulation of the Minister of Manpower Number 12 of 2019 on Second Amendment to Regulation of the Minister of Manpower Number 13 of 2015 on Organization and Work Procedure of the Ministry of Manpower (State Bulletin of the Republic of Indonesia of 2019 Number 870);

HAS DECIDED:

To issue : REGULATION OF THE MINISTER OF MANPOWER ON DOMESTIC APPRENTICESHIP ORGANIZING.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Ministerial Regulation:

1. Apprenticeship means part of a training system that is carried out in an integrated manner in trainings at training institutions by working directly under the guidance and supervision of competent instructors or workers in the process of producing goods and/or services in companies in order to master certain skills or expertise.
2. Domestic Apprenticeship means an apprenticeship organized by a company domiciled in the Republic of Indonesia.
3. Apprenticeship Organizer means a company that meets the requirements to organize apprenticeships in the country.
4. Company means:
 - a. every form of business, which is owned by an individual, a partnership, or a legal entity that is either privately or State-owned, that which employs Workers/Labourers by paying wages or other forms of compensation;
 - b. social entity and other entities that have a management and employ other people by paying wage or other forms of compensation.
5. Training Unit means a unit that organizes training in the Company to meet both its own needs and the community needs.
6. Training Institution (*Lembaga Pelatihan Kerja*), hereinafter referred to as LPK means a government institution, legal entity or individual that meets the requirements for organizing the training.
7. Apprenticeship Agreement means a written agreement between the Apprenticeship participants and the Company.

8. Apprenticeship Mentors mean training personnel who are competent supervisors or workers appointed by the Apprenticeship Organizer to guide Apprenticeship participants in the Company.
9. Regency/Municipal Office means an institution that administers regency/municipal government affairs in the manpower sector.
10. Provincial Office means an institution that administers provincial government affairs in the manpower sector.
11. Director General means the director general who is responsible in the field of training and productivity.

Article 2

Apprenticeship Organizer can only accept domestic apprenticeship participants for a maximum of 20% (twenty percent) of the total number of workers in the company.

CHAPTER II REQUIREMENTS

Part One

Requirements for Apprenticeship Organizer

Article 3

To organize an Apprenticeship, the Company must have:

- a. Training Unit;
- b. Apprenticeship program;
- c. means and infrastructures; and
- d. Apprenticeship Mentor or instructor.

Article 4

- (1) The Training Unit as referred to in Article 3 point a may belong to the Company or be based on cooperation with Training Units owned by other companies and/or LPK.
- (2) The Training Unit as referred to in section (1) must have:

- a. management structure;
- b. Apprenticeship Mentor or instructor; and
- c. rooms of theory and simulation practice.

Article 5

- (1) The Apprenticeship Program as referred to in Article 3 point b is prepared with reference to:
 - a. Indonesian national work competency standards;
 - b. specific work competency standards; and/or
 - c. international work competency standards.
- (2) The Apprenticeship Program as referred to in section (1) contains:
 - a. name of the apprenticeship program;
 - b. objectives of the Apprenticeship program;
 - c. competencies to be achieved;
 - d. period of the Apprenticeship;
 - e. requirements for apprenticeship participants;
 - f. requirements for apprenticeship Mentor; and
 - g. curriculum and syllabus.
- (3) The Apprenticeship Program as referred to in section (1) includes:
 - a. theory and simulation practice; and
 - b. work practices in the Company's production units.
- (4) The provisions of theory and simulation practice as referred to in section (3) point a are implemented at least 10% (ten percent) and at most 25% (twenty-five percent) according to the curriculum and syllabus.
- (5) The period of the Apprenticeship as referred to in section (2) point d is 1 (one) year.
- (6) The Apprenticeship Program as referred to in section (1) is prepared in accordance with Format 1 as listed in the Annex as an integral part of this Ministerial Regulation.

Article 6

- (1) The means and infrastructures as referred to in Article 3 point c consist of:

- a. rooms of theory and simulation practice;
 - b. workshop;
 - c. completeness of occupational safety and health equipment; and
 - d. Apprenticeship participant logbook.
- (2) The form of the logbook as referred to in section (1) point d is prepared in accordance with Format 2 as listed in the Annex as an integral part of this Ministerial Regulation.

Article 7

The Apprenticeship Mentor or instructor as referred to in Article 3 point d must meet the following requirements of:

- a. being a worker of an Apprenticeship Organizer for at least 6 (six) months;
- b. being physically and mentally healthy;
- c. possessing technical competence in certain position in accordance with the Apprenticeship program;
- d. possessing competency in training methodology;
- e. being appointed as Apprenticeship Mentor by a personnel manager or higher position, by a proof of the appointment letter; and
- f. understanding the Apprenticeship regulations.

Article 8

Apprenticeship Organizers are prohibited from including Apprenticeship participants who have participated in the Apprenticeship in the same program, position, and/or qualifications.

Part Two

Requirements for Apprenticeship Participants

Article 9

- (1) Domestic Apprenticeship participants include:

- a. job seekers; or
 - b. workers whose competence will be improved.
- (2) Apprenticeship participants as referred to in section (1), must meet the requirements of:
- a. being at least 17 (seventeen) years of age for job seekers as referred to in section (1) point a;
 - b. being physically and mentally healthy; and
 - c. passing the selection.
- (3) Apprenticeship participants who are 17 (seventeen) years of age as referred to in section (2) point a must attach a letter of consent from their parents or guardians.

CHAPTER III APPRENTICESHIP AGREEMENT

Article 10

- (1) Apprenticeship is organized on the basis of an Apprenticeship Agreement.
- (2) The Apprenticeship Agreement as referred to in section (1) contains:
 - a. rights and obligations of Apprenticeship participants;
 - b. rights and obligations of the Apprenticeship Organizer;
 - c. Apprenticeship program;
 - d. the apprenticeship period; and
 - e. allowance amount.
- (3) An apprenticeship organized without an Apprenticeship Agreement as referred to in section (1) is deemed invalid and the apprenticeship participant status changes to become the concerned company worker.
- (4) The form of the Apprenticeship Agreement as referred to in section (2) is in accordance with Format 3 as listed in the Annex as an integral part of this Ministerial Regulation.

Article 11

In the event of a change in the status of an Apprenticeship participants to become a Company worker as referred to in Article 10 section (3), the Apprenticeship Organizer is obligated to grant rights in accordance with the provisions of legislation, company regulations, or a collective labour agreement as of becoming an Apprenticeship participants.

Article 12

- (1) The Apprenticeship Agreement as referred to in Article 10 must be ratified by the local Regency/Municipal Office.
- (2) The ratification of the Apprenticeship Agreement as referred to in section (1) must attach the Apprenticeship program.
- (3) Ratification of the Apprenticeship Agreement as referred to in section (1) must be completed within a maximum period of 3 (three) work days from the date the application for ratification is submitted to the Regency/Municipal Office.

CHAPTER IV

RIGHTS AND OBLIGATIONS

Part One

Rights and Obligations of Apprenticeship Participants

Article 13

- (1) Apprenticeship participants have the right to:
 - a. obtain guidance from an Apprenticeship Mentor or instructor;
 - b. obtain fulfillment of rights in accordance with the Apprenticeship Agreement;
 - c. obtain occupational safety and health facilities while participating in the Apprenticeship;
 - d. get allowance;

- e. be enrolled in social security programs; and
 - f. obtain an Apprenticeship certificate or a statement letter of Apprenticeship participation.
- (2) The allowance as referred to in section (1) point d includes transportation fees, food allowances and incentives for Apprenticeship participants.

Article 14

Apprenticeship participants are obligated to:

- a. obey the Apprenticeship Agreement;
- b. participate in the Apprenticeship program to completion;
- c. obey the applicable rules at the Apprenticeship Organizer;
and
- d. maintain the reputation of the Apprenticeship Organizer.

Part Two

Rights and Obligations of Apprenticeship Organizer

Article 15

The Apprenticeship Organizer has the right to:

- a. use the work of the Apprenticeship participants; and
- b. enforce rules and Apprenticeship Agreements.

Article 16

The Apprenticeship Organizers are obligated to:

- a. guide Apprenticeship participants in accordance with the Apprenticeship program;
- b. fulfill the rights of the Apprenticeship participants in accordance with the Apprenticeship Agreement;
- c. provide personal protective equipment in accordance with occupational safety and health requirements;
- d. provide allowances to Apprenticeship participants;
- e. enroll Apprenticeship participants in social security programs;
- f. evaluate Apprenticeship participants; and

- g. provide an Apprenticeship certificate or a statement letter of Apprenticeship participation.

CHAPTER V
APPRENTICESHIP ORGANIZING

Article 17

- (1) The company applies for approval for organizing the Apprenticeship by attaching the following documents:
 - a. proof of Training Unit ownership or cooperation agreement;
 - b. Apprenticeship program;
 - c. list of means and infrastructures;
 - d. list of Apprenticeship Mentors;
 - e. Apprenticeship organizing plan; and
 - f. draft Apprenticeship Agreement.
- (2) The application as referred to in section (1) IS submitted in writing to:
 - a. Director General for Organizing Apprenticeships in more than 1 (one) province;
 - b. the head of the Provincial Office for Organizing Apprenticeships in more than 1 (one) regency/municipality within a province; or
 - c. the head of the Regency/Municipal Office for Organizing Apprenticeships in 1 (one) regency/municipal area.
- (3) Companies that have met the requirements as referred to in section (1) are issued with an approval letter for organizing Apprenticeship by the Director General, the head of the Provincial Office, or the head of the Regency/Municipal Office in accordance with their respective authority, not later than 3 (three) work days from the date the application is submitted and declared complete.
- (4) Companies that have obtained the approval letter as referred to in section (3) may carry out the selection of

prospective Apprenticeship participants.

- (5) The form of application for approval for organizing Apprenticeship as referred to in section (1) is in accordance with Format 4 as listed in the Annex as an integral part of this Ministerial Regulation.

Article 18

- (1) The time for the organizing the Apprenticeship is adjusted to the office hours of the Company.
- (2) In the event that the working time of shift system for night shifts are only allowed on the following conditions:
 - a. the age of Apprenticeship participants is at least 18 (eighteen) years old;
 - b. shuttle transportation is provided;
 - c. food in accordance with the specified nutritional standards is provided; and
 - d. the type of competence is required to be complied.
- (3) The time for organizing the Apprenticeship as referred to in section (1) is not allowed on official holidays issued by the government.

Article 19

- (1) To improve the smooth running of organizing Apprenticeship, an Apprenticeship network is formed.
- (2) The Apprenticeship network as referred to in section (1) is a communication forum or forum consisting of elements from the Company, government, associations, LPK and other stakeholders to facilitate Apprenticeships.

Article 20

- (1) The Apprenticeship Organizer must provide an Apprenticeship certificate after an Apprenticeship participant is declared to have met the competency standards set by the Company.
- (2) In the event that the Apprenticeship participant does not meet the competency standards of the Company, the

Apprenticeship Organizer provides a statement letter of Apprenticeship participation for the Apprentice participants.

- (3) The form of the Apprenticeship certificate as referred to in section (1) is in accordance with Format 5 as listed in the Annex as an integral part of this Ministerial Regulation.
- (4) The form of statement letter of Apprenticeship participation as referred to in section (2) is in accordance with Format 6 as listed in the Annex as an integral part of this Ministerial Regulation.

Article 21

Apprenticeship participants who have completed the entire Apprenticeship process can take a competency test to obtain a work competency certificate.

Article 22

Each stage in the Apprenticeship process is free of charge to the Apprenticeship participants.

Article 23

Apprenticeship participants who have obtained Apprenticeship certificates may:

- a. be directly recruited as workers by a company organizing the apprenticeship;
- b. work for a similar company; or
- c. run their own business.

Article 24

Apprenticeship for participants with disabilities is carried out by taking into account the special needs of participants with disabilities.

CHAPTER VI
MONITORING AND EVALUATION

Article 25

- (1) The Director General, the head of the Provincial Office, or the head of the Regency/Municipal Office in accordance with their respective authority conducts periodic monitoring and evaluation every 6 (six) months on Apprenticeships.
- (2) Head of Regency/Municipal Office as referred to in section (1) reports the results of monitoring and evaluation to the head of the Regency/Municipal Office with carbon copies to the Director General and the director general in charge of labor inspection.
- (3) The Head of the Provincial Office as referred to in section (1) reports the results of monitoring and evaluation to the Director General and the director general in charge of labor inspection.
- (4) Reporting on the results of monitoring and evaluation as referred to in section (2) and section (3) is made online or offline.

CHAPTER VII
REPORTING

Article 26

- (1) Apprenticeship Organizer are obligated to submit reports on the results of the Apprenticeship to:
 - a. Director General with carbon copies to the head of Provincial Office for the Apprenticeships in more than 1 (one) province;
 - b. the head of the Provincial Office with carbon copies the head of Regency/Municipal Office for Apprenticeships in more than 1 (one) regency/municipality within a province; or
 - c. the head of the Regency/Municipal Office for

- Apprenticeships in 1 (one) regency/municipal area.
- (2) The report as referred to in section (1) is submitted online or offline not later than 1 (one) month after the Company has completed the Apprenticeship Program.
 - (3) The Head of the Provincial Office and the Head of the Regency/Municipal Office in accordance with their authority submit a report on the recapitulation of the Apprenticeship periodically every 6 (six) months to the Director General.

CHAPTER VIII GUIDANCE AND SUPERVISION

Article 27

- (1) Guidance for Domestic Apprenticeships is carried out by the Ministry of Manpower, Provincial Offices and Regency/Municipal Offices in accordance with their respective authority.
- (2) Guidance as referred to in section (1) is carried out on:
 - a. Apprenticeship program;
 - b. Apprenticeship Mentor; and
 - c. system and method of Apprenticeship.

Article 28

- (1) Supervision of the Domestic Apprenticeships is carried out by labour inspectors.
- (2) Supervision of the Domestic Apprenticeship as referred to in section (1) is carried out in accordance with the provisions of the legislation.

Article 29

In the event that labor inspectors find violations of labor norms in apprenticeships, the head of the work unit in charge of labor inspection recommends to the Director General, head of the Regency/Municipal Office, or head of the Provincial

Office to take action in accordance with the provisions of the legislation.

CHAPTER IX
CLOSING PROVISIONS

Article 30

At the time this Ministerial Regulation comes into force, the Minister of Manpower Regulation Number 36 of 2016 on Organizing Domestic Apprenticeship (State Bulletin of the Republic of Indonesia of 2016 Number 1895) is repealed and declared ineffective.

Article 31

This Ministerial Regulation comes into force on the date of promulgation.

In order that everyone may know hereof, it is ordered to promulgate this Ministerial Regulation by its placement in the State Bulletin of the Republic of Indonesia.

Issued in Jakarta
on 7 April 2020

MINISTER OF MANPOWER OF THE
REPUBLIC OF INDONESIA,

signed

IDA FAUZIYAH

Promulgated in Jakarta
on 9 April 2020

DIRECTORATE GENERAL OF LEGISLATION
MINISTRY OF LAW AND HUMAN RIGHTS
OF THE REPUBLIC OF INDONESIA,

signed

WIDODO EKATJAHJANA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2020 NUMBER 351

Jakarta, 6 Januari 2021

Has been translated as an Official Translation
on behalf of Minister of Law and Human Rights
of the Republic of Indonesia

DIRECTOR GENERAL OF LEGISLATION,



The image shows a circular official seal in purple ink. The seal contains the text "DIREKTUR JENDERAL PERATURAN PERUNDANG-UNDANGAN" around the perimeter and "KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA RI" in the center. Overlaid on the seal is a blue ink signature. Below the signature, the name "WIDODO EKATJAHJANA" is printed in black capital letters.

WIDODO EKATJAHJANA

ANNEX TO
REGULATION THE MINISTRY OF MANPOWER
OF THE REPUBLIC OF INDONESIA
NUMBER 6 OF 2020
ON
ORGANIZING OF DOMESTIC APPRENTICESHIP

LIST OF FORMATS

1. FORMAT 1 - Apprenticeship Program
2. FORMAT 2 - Logbook
3. FORMAT 3 - Apprenticeship Agreement
4. FORMAT 4 - Application for Approval of Apprenticeship
5. FORMAT 5 - Apprenticeship Certificate
6. FORMAT 6 - Statement Letter of Apprenticeship Participation

MINISTER OF MANPOWER
OF THE REPUBLIC OF
INDONESIA,

signed

IDA FAUZIYAH

FORMAT 1 - APPRENTICESHIP PROGRAM

APPRENTICESHIP PROGRAM

PT. ...

...(*NAME OF APPRENTICESHIP PROGRAM*)

POSITION : ...

PROGRAM CODE : ...

APPRENTICESHIP PROGRAM

1. Name of Apprenticeship Program : ...
2. Objectives :
 - a. ...
 - b. ...
 - c. ...
3. Competency Unit achieved:
 - a. ...
 - b. ...
 - c. ...
4. Period of Apprenticeship : ... hours equivalent to ... months
5. Apprentice Requirements:
 - a. education : ...
 - b. graduation score/GPA : ...
 - c. training/work experience : ...*(if needed)*
 - d. age : ...
 - e. sex : Male/Female*
 - f. health status : ...*(according to program requirements)*
 - g. special requirements : ...
 - h. ...*and others according to program requirements.*
6. Apprenticeship Supervisor Requirements:
 - a. education : ...
 - b. methodological competence : ...
 - c. technical competence : ...
 - d. work experience : ...
 - e. health status : ...
 - f. special requirements : ...

Remarks :

*)cross out whichever does not apply

APPRENTICESHIP CURRICULUM

NO.	COMPETENCY UNIT	UNIT CODE*)	HOURS OF TRAINING		
			THEORY	PRACTICE	TOTAL
I.	UNIT OF CORE COMPETENCY				
	1. ...	-
	2. ...	-
	3. ...	-
	4. ...	-
	5. ...	-
	6. ...	-
	7. ...	-
	8. ...	-
	9. ...	-
	10. ...	-
	Total I :	

NO.	COMPETENCY UNIT	UNIT CODE*)	HOURS OF TRAINING		
			THEORY	PRACTICE	TOTAL
II.	UNIT OF SUPPORTING COMPETENCY				
	1. ...	-
	2. ...	-
	3. ...	-
	Total II :	
III.	EVALUATION	-
	Total III :	
	Total I to III :	

Remarks :

*) Fill in the unit code of competency unit, if any

SYLLABUS OF APPRENTICESHIP PROGRAM

I. UNIT OF CORE COMPETENCY

Competency Unit : ...

Unit Code : ...

Estimated Time : ...

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA	ESTIMATED APPRENTICESHIP TIME (HOURS OF TRAINING)	
		THEORY	PRACTICE

II. UNIT OF SUPPORTING COMPETENCY

Competency Unit : ...

Unit Code : ...

Estimated Time : ...

COMPETENCE	PERFORMANCE CRITERIA	TOTAL TRAINING HOURS	
		KNOWLEDGE	SKILLS

III. APPRENTICESHIP PROGRAM EVALUATION

NO.	ACTIVITY	EVALUATION MATERIAL	REMARKS

FORMAT 2 – ACTIVITY BOOK

APPRENTICESHIP PARTICIPANT
LOGBOOK

DOMESTIC APPRENTICESHIP

NAME OF PROGRAM : ...

PROGRAM CODE : ...

NAME OF APPRENTICESHIP PARTICIPANTS : ...

NAME OF SUPERVISOR : ...

NAME OF COMPANY : ...

DURATION OF APPRENTICESHIP : ...

1. APPRENTICESHIP SCHEDULE

(contains schedules of apprenticeship materials, including the name of the supervisors)

NO.	DAY/DATE	MATERIALS (COMPETENCY UNIT/COURSE NAME)	THEORY/PRACTICE (T/P)	TOTAL TRAINING HOURS (TH)	NAME OF SUPERVISOR
1.					
2.					
3.					
4.					
5.					

2. EVALUATION PLAN

(apprentices need to understand how they will be evaluated by their supervisor)

NO.	DAY/DATE	EXAMINATION TITLE	THEORY/PRACTICE (T/P)	DURATION OF EXAMINATION (JP)	NAME OF ASSESSOR
1.					
2.					
3.					
4.					
5.					

3. APPRENTICESHIP PARTICIPANT'S DAILY ACTIVITY REPORT

Day/Date : ...

Activity : ...

(fill in with activities carried out on that day, filled in by apprentice)

Lessons Learned : ...

(fill in with memorable experience that day in order to improve the competence of apprentices, fill in by apprentice)

Mentor's Comments : ...

(fill in with supervisor comments regarding the realization of the apprenticeship that day or comments on the development of the apprentice)

Acknowledged,

Reporter,

...(Apprenticeship Mentor)

...(Apprenticeship Participant)

4. FINAL ASSESSMENT OF APPRENTICE

(The final assessment is in the form of competency units that are considered mastered/ not yet mastered by the apprentices as a self-assessment and by the supervisor as a recommendation for readiness to take a competency test)

NO.	COMPETENCE UNIT	APPRENTICE SELF-ASSESSMENT (COMPETENT/NOT COMPETENT)	SUPERVISOR ASSESSMENT (COMPETENT/NOT COMPETENT)
1.			
2.			
3.			
4.			
5.			

Day/Date : ...

Sign,

1. ...(Name of Apprenticeship Participants) : ...

2. ..(Name of Supervisor) : ...

FORMAT 3 – APPRENTICESHIP AGREEMENT

APPRENTICESHIP AGREEMENT
BETWEEN
COMPANY AND APPRENTICESHIP PARTICIPANT

On this day (...-...-...) the undersigned below:

- (1) Name : ...(COMPANY);
place and date of birth : ...;
address : ...;

Hereinafter referred to as the FIRST PARTY.

- (2) Name : ...(APPRENTICESHIP PARTICIPANT);
place and date of birth : ...;
address : ...;

Hereinafter referred to as the SECOND PARTY.

The FIRST PARTY and SECOND PARTY, hereinafter collectively referred to as THE PARTIES agree to bind themselves in an Apprenticeship Agreement with the following conditions:

Article 1
AGREEMENT

The FIRST PARTY is willing to accept the SECOND PARTY as an apprenticeship participant in the Apprenticeship Program, and the SECOND PARTY expresses its willingness to participate in the Apprenticeship program carried out by the FIRST PARTY in ... located in....

Article 2
PERIOD OF APPRENTICESHIP

- (1) The period of the apprenticeship is... months from ... to....
(2) The apprenticeship is carried out on every working day from ... until
....*

**(adjusted to the working hours at the Company)*

Article 3

TYPE OF VOCATIONAL AND APPRENTICESHIP PROGRAMS

- (1) The apprenticeship carried out by the FIRST PARTY is the Apprenticeship Program of
- (2) In order to achieve ... qualifications, the apprenticeship program has been in accordance with the set curriculum and syllabus.
- (3) The apprenticeship program as referred to in section (1) and section (2) is stated in the Appendix to this Apprenticeship Agreement.

Article 4

RIGHTS AND OBLIGATIONS OF THE FIRST PARTY

- (1) The FIRST PARTY reserves the right to:
 - a. terminate the SECOND PARTY in case of deviations from the terms agreed in the Apprenticeship Agreement without providing any compensation;
 - b. make use of the work of apprentices; and
 - c. enforce apprenticeship rules and agreements.
- (2) The deviations as referred to in section (1) letter a, include:
 - a. commits negligence and irresponsible actions, even though the SECOND PARTY have received warnings;
 - b. intentionally damages, harms, or leaves the FIRST PARTY's property in a state of danger;
 - c. committing crimes including fighting, stealing, embezzling, cheating, and bringing and trading prohibited items both inside and outside the Company;
 - d. be absence or not attend without valid reasons in accordance with the applicable regulations in the Company; and
 - e. the SECOND PARTY violates the terms agreed in this Apprenticeship Agreement.
- (3) The FIRST PARTY is obligated to:
 - a. guide apprenticeship participants according to the apprenticeship program;

- b. fulfill the rights of the Apprenticeship participants in accordance with the Apprenticeship Agreement;
 - c. provide personal protective equipment in accordance with occupational safety and health requirements;
 - d. provide allowances to Apprentices;
 - e. enroll Apprenticeship participants in social security programs;
 - f. evaluate Apprenticeship participants; and
 - g. provide an Apprenticeship certificate or a statement letter of Apprenticeship participation.
- (4) The FIRST PARTY may recruit the SECOND PARTY to become employees for those who have not worked yet in accordance with the applicable regulations in the Company, after the apprenticeship program is completed.

Article 5

RIGHTS AND OBLIGATIONS OF THE SECOND PARTY

- (1) The SECOND PARTY reserves the right to:
- a. obtain guidance from an Apprenticeship Mentor or instructor;
 - b. obtain fulfillment of rights in accordance with the Apprenticeship Agreement;
 - c. obtain occupational safety and health facilities while participating in the Apprenticeship;
 - d. get allowance;
 - e. be enrolled in social security programs; and
 - f. obtain an Apprenticeship certificate or a statement letter of Apprenticeship participation.
- (2) The SECOND PARTY is obligated to:
- a. comply with the terms agreed in the Apprenticeship Agreement;
 - b. follow the apprenticeship program to completion;
 - c. comply with the rules and regulations applicable in the Company as the Apprenticeship Organizer; and
 - d. obey all instructions from the trainer or Apprenticeship mentor;
 - e. not demanding to be recruited at the Company after completing the Apprenticeship in accordance with the agreement;

- f. safeguard the information and confidentiality of the FIRST PARTY;
and
- g. maintain the reputation of the FIRST PARTY.

Article 6

ALLOWANCE

The SECOND PARTY is entitled to receive an allowance of IDR ..., ... (*... amount in words*) from the FIRST PARTY.

Article 7

PENALTY

- (1) In the event that the FIRST PARTY is unable to continue with the apprenticeship program activities due to the Company's circumstances or situation, the FIRST PARTY assist the SECOND PARTY to find a suitable place for Apprenticeship.
- (2) In the event that the SECOND PARTY violates the terms agreed in this Apprenticeship Agreement resulting in losses to the Company, the FIRST PARTY may dismiss the SECOND PARTY from the ongoing apprenticeship program.

Article 8

DISPUTE

- (1) In case of dispute between the PARTIES, it will be resolved by deliberation to reach consensus.
- (2) If the deliberation to reach a consensus as referred to in section (1) is not reached, the PARTIES may request facilitation assistance from the agency that administers manpower affairs in the provincial or Regency/Municipality government in accordance with the provisions of legislation.

Article 9

OTHER PROVISIONS

- (1) If any of the provisions in this agreement contradict the provisions of the legislation, such provisions will be revised or amended by the PARTIES.

- (2) Other matters that have not been regulated in this agreement will be regulated in accordance with the needs and agreements of the parties and are not conflict with the provisions of legislation.

Article 10

CLOSING PROVISIONS

- (1) This Apprenticeship Agreement is made and signed by the PARTIES consciously and without coercion from any party.
- (2) This Apprenticeship Agreement is effective as of the signing by the PARTIES.
- (3) This apprenticeship agreement will terminate in accordance with the period referred to in Article 2 section (1).

THE SECOND PARTY,
APPRENTICESHIP PARTICIPANTS

THE FIRST PARTY,
PT.

(NAME OF APPRENTICESHIP
PARTICIPANTS)

(NAME OF THE FIRST PARTY)

Acknowledged and Ratified,
Head of Manpower Office
..... Regency/Municipality

(.....)
NIP.

FORMAT 4 - APPLICATION FOR APPROVAL OF APPRENTICESHIP
IMPLEMENTATION

*(Ministry of Manpower letterhead,
Provincial Office letterhead or Regency/Municipality Office letterhead)*

....., 20XX

Number : ...
Attachment: ...
Subject : Apprenticeship Implementation Approval Letter

To ...
in Place

In response to your letter Number ..., dated ..., with the subject as stated in the subject of the letter, we hereby convey the following matters:

1. after observing the presentation and studying the apprenticeship program at ... that you prepared and submitted, in principle we can approve the program because the program is in accordance with the competencies to be achieved and the human resource needs of For the implementation of the apprenticeship program in each region, you are instructed to coordinate with the manpower office in the province or Regency/Municipality, and report any progress of the apprenticeship program to us as a function of guidance.
2. Furthermore, we hope that the apprenticeship can be carried out immediately in accordance with the applicable apprenticeship regulations.
3. hereby we attach a foreword for your apprenticeship program book at

Thus we convey, thank you for your attention and good cooperation.

Regards

...
N.I.P. ...

FORMAT 5 – APPRENTICESHIP CERTIFICATE

(FRONT)

(COMPANY NAME)

Company Logo

CERTIFICATE

This is to certify that

Name :

Place/Date of Birth :

Has participated in the Vocational Apprenticeship Program of ...

From ... to ...

Declared competent as...

Photo 3 x 4

..... ,

Sign

.....

(Head of Company)

(BACK)

LIST OF COMPETENCY UNITS ACHIEVED
VOCATION OF ...

NO.	COMPETENCY UNIT GROUP	TITLE OF COMPETENCY UNIT	REMARKS
1.	Core Competency Unit	1.1 1.2 1.3	
2.	Supporting Competency Unit	2.1 2.2 2.3 2.4	

..... ,

Sign

.....
(Head of Company)

FORMAT 6 – STATEMENT LETTER OF APPRENTICESHIP PARTICIPATION

(COMPANY NAME)

Company Logo

STATEMENT LETTER

This is to certify that

Name :

Place/Date of Birth :

Has participated in the Vocational Apprenticeship Program of...
From ... to ...

Photo 3 x 4

..... ,

Sign

.....
(*Head of Company*)