



Caterpillar of Australia Pty Ltd
A.B.N. 97 004 332 469

1 Caterpillar Drive
Tullamarine
Victoria Australia 3043

Locked Bag 4
Tullamarine
Victoria, Australia, 3043

Telephone: (03) 9953 9333
Facsimile: (03) 9335 3366

17 February 2020

Australian Embassy Jakarta
Jalan Patra Kuningan Raya Kav.
1-4, Kuningan Timur, Setiabudi,
Jakarta Selatan, Daerah Khusus Ibukota
Jakarta 12950

To The Principal Migration Officer,

Caterpillar of Australia Pty Ltd supports NOOR WAHYUDI's application for a Visitor Visa (Business Visitor Stream) Subclass 600 Visa.

NOOR WAHYUDI, an Indonesian national (Passport No: B6865086), is currently working at PT.TRAKINDO UTAMA in the position of Field Technician based in Tanjung Redeb. He is required to attend the Top Apprentice Program to be held in Melbourne, Australia from 16-20 March 2020.

Consequently, it is necessary for NOOR WAHYUDI to visit Australia for a period of 8 days commencing 14th March 2020 during which time he will be fully supported by Caterpillar of Australia.

Should you have any questions regarding the application please contact me by telephone on (+613) 9953 9963 or by email at Newson_Warwick_A@cat.com

Yours faithfully,

Warwick Newson
Learning Manager
Caterpillar of Australia Pty Ltd



Caterpillar of Australia Pty Ltd

A.B.N. 97 004 332 469

Locked Bag 4
Tullamarine, Victoria 3043
Australia

Telephone: (03) 9953 9333

Facsimile: (03) 9335 3366

Wednesday, 22 January 2020

Mr. P. Arrighi - William Adams Pty Ltd
Ms. K Martin - Terra Cat
Ms. K. Shaw - Hastings Deering (Aust.)
Mr. P. Eivers – WesTrac WA
Mr. M. Murray – WesTrac NSW
Mr. A. De Wet - Cavpower
Mr. R. Undru - PT Trakindo Utama
Mr. W. Abdurakhman - PT Trakindo Utama
Mr. I. Pramono - PT Trakindo Utama

2019 TOP APPRENTICE PROGRAM

25-30 March 2020

Introduction

We are pleased to advise arrangements for the 2018 Dealer Top Apprentice Award Program (DTAP) to be held in Melbourne from Sunday 15 March through to Friday 20 March 2020.

Unlike previous years, those travelling from interstate will be required to arrive in Melbourne by Saturday 14 March for the annual Apprentice pre-competition dinner on Saturday evening.

This program is open to those Australian, New Zealand, and Indonesian Dealer Apprentices who were in or completed their final year of apprenticeship (or equivalent) during 2019.

Beginning Monday, apprentices will deliver a formal presentation, complete the Skills Olympics and sit a written knowledge test, with a few fun activities thrown in to break up the week.

On Friday morning the winner will be announced.

As always, a reward and recognition flagship event will be held on Sunday 15 March 2020.

Please note: There will be a contingent of two ThinkBig students also attending Melbourne Learning Centre who will be competing in their own TAP concurrently with the ANZI program.

Apprentice and Representative Accommodation

The Caterpillar preferred hotel for this event is:

Hyatt Place Melbourne
1 English St,
Essendon Fields, VIC, 3041.
Tel: +61 (0) 3 9190 1234

<https://melbourneessendonfields.place.hyatt.com/en/hotel/home.html>

Rates at the Hyatt Place are AUD\$178.00 per night which include breakfast. Caterpillar will arrange daily transport to and from the facility for the duration of the competition.

Dealer Participation

Please advise by email to Wardill_Mark_J@cat.com before **Friday 31 January 2020**, with the following details regarding your Dealership's involvement in this year's Dealer Top Apprentice Award Program:

1. The name and details of your Top Apprentice?
2. Will your Apprentice and/or training representative be attending the Flagship Event on the Saturday?

NOTE: As in previous years it is required that each Dealer provide a representative to assist in the smooth running of the event. Participation will maintain the 1:1 ratio of Caterpillar Instructor to Dealer Representative ratio which has proved so successful in recent years.

When your Top Apprentice has been selected, please provide the following details as soon as possible.

Course Enrolment Form

Note: The accommodation requested in the enrolment form will enable us to confirm the room on your behalf and provide confirmation numbers for the dealers.

Caterpillar of Australia Training Record or Certificate Application Form

This should be completed if the candidate does not already have a Training Passport or Record Book. Please attach a passport quality photograph. If the Apprentice already has a Training Passport/Record Book, please ensure they have them with them when they arrive in Melbourne.

Apprentice's Expected Itinerary

Please include arrival and departure times to Melbourne and flight numbers if applicable. It is important that the Apprentices arrive in Melbourne by Sunday afternoon to allow plenty of time for rest prior to the program starting and to attend the participants meeting dinner held on Sunday evening.

Program Outline

During the first four days of the Program, Apprentices participate in a number of activities and challenges. These all contribute to the overall mark and determination of the Top Apprentice. We require assistance in judging and assessing these activities and ask each dealer to send a suitable representative capable of assessing technical skills, to assist in this process. We also welcome them to stay on for the award ceremony and the Flagship Event.

To assist the Apprentices in planning and preparing themselves for the scheduled activities, we will be writing to them approximately three weeks before the program, giving appropriate details on the schedule, pick-up arrangements, dress requirements and other handy information.

We will again hold a Flagship Event, on Sunday 15 March. As in previous years, Caterpillar will cover 100% of the cost of the tickets for the Apprentices who are attending. We are not however able to subsidise the cost of the ticket for the dealer representative.

Please note that we will purchase all tickets on your behalf, we will then raise an invoice in April to the dealers covering the appropriate costs. Please advise via e-mail the names of the personnel who will be attending the flagship event as soon as possible Wednesday 29 March, so that ticket numbers can be finalised.

Yours sincerely,

Mark Wardill
Technical Instructor and DTAP Lead
Global Dealer Learning
Caterpillar of Australia

Wardill_Mark_J@cat.com

+61 (3) 9953 9974

Enclosures:

1. DTAP Guidelines
2. Formal Presentation Topics
3. Apprentice Enrolment Form

Muhamad Hajar Murdana

From: mark Wardill <Wardill_Mark_J@cat.com>
Sent: Tuesday, January 21, 2020 6:47 PM
To: Paul Arrighi; John Fischer; Michael Murray2; Katrina Shaw; Megan Rush; Anton de Wet; Peter Hevesi; Kylie Martin; Neil Griffiths; Peter Eivers; Muhamad Hajar Murdana; Sri Widodo; Sumardi; Iwan Pramono; Wahid Abdurakhman
Cc: Rebecca Ricardo; Kailah Justice Hall
Subject: DTAP Enrolment Form, Announcement Letter
Attachments: 01 Announcement Letter DTAP ANZI 2020.pdf; Enrolment form TAP 2019.pdf; Formal presentation list.pdf; LATEST DTAP Guidelines Jan 2020.pdf

Good Afternoon All

Please find the announcement letter, enrolment form, Presentation list and the Guidelines for the 2019 DTAP held March 2020.

Key Dates for enrolments

29-1-2020-Names for Flagship event.

31-1-2020-Names and enrolment forms returned.

Key Dates for 2020 DTAP

14-3-2020	Apprentice welcome dinner
15-3-2020	Flagship Event
16-3-2020	DTAP Event
17-3-2020	DTAP Event
18-3-2020	DTAP Event
19-3-2020	DTAP Event
20-3-2020	Award Presentation

Please contact me if you have any questions.

Thanks Mark

Mark Wardill
Technical Instructor
Global Dealer Learning
1 Caterpillar Drive, Tullamarine
Melbourne, VIC, 3043
+61 3 9953 9974 | Wardill_mark_j@cat.com



Check out the Melbourne Learning Centre on, Channel1.cat.com

<https://channel1.mediaspace.kaltura.com/channel/GDL%2BMelbourne%2BLearning%2BCentre/92516021>

Caterpillar: Confidential Green

Muhamad Hajar Murdana

From: mark Wardill <Wardill_Mark_J@cat.com>
Sent: Wednesday, January 29, 2020 6:09 PM
To: Muhamad Hajar Murdana
Cc: Rebecca Ricardo; Wahid Abdurakhman; Ridwan Undru; Iwan Pramono; Sumardi; Noor Wahyudi
Subject: RE: 2020 DTAP Enrolment From Trakindo

Thanks Dono.

I would also like to check that you have received the meet the participant and Dealer rep video information.

Thanks Mark

Mark Wardill
Technical Instructor
Global Dealer Learning
1 Caterpillar Drive, Tullamarine
Melbourne, VIC, 3043
+61 3 9953 9974 | Wardill_mark_j@cat.com



Check out the Melbourne Learning Centre on, Channel1.cat.com
<https://channel1.mediaspace.kaltura.com/channel/GDL%2BMelbourne%2BLearning%2BCentre/92516021>

Caterpillar: Confidential Green

From: Muhamad Hajar Murdana <muhamad.murdana@trakindo.co.id>
Sent: Wednesday, 29 January 2020 1:14 PM
To: mark Wardill <Wardill_Mark_J@cat.com>
Cc: Rebecca Ricardo <Ricardo_Rebecca@cat.com>; Wahid Abdurakhman <wahid.abdurakhman@trakindo.co.id>; Ridwan Undru <ridwan.undru@trakindo.co.id>; Iwan Pramono <iwan.pramono@trakindo.co.id>; Sumardi Sumardi <sumardi@trakindo.co.id>; Noor Wahyudi <Noor.Wahyudi@trakindo.co.id>
Subject: 2020 DTAP Enrolment From Trakindo

Dear Mark,

We are from Trakindo Utama, Indonesia to participate to join in your DTAP 2020 that was announced several days ago. I'm Dono (my fullname: Muhamad Hajar Murdana) as representative and Noor Wahyudi (Nickname: Yudi) is candidate of competition, we together are going to arrive in Melbourne on Saturday 14 of March morning, attend the Flagship event on Sunday, join DTAP competition until awarding, and depart back to Indonesia on Saturday.

In Indonesia, there is no apprenticeship, Yudi first joined Trakindo be probation contract employee at the end of October 2017 as technician trainee and be permanent employee on 1 of Jan 2019 as field technician at coal mine, in Tanjung Redeb, East Kalimantan. Related dietary requirement are I and Yudi only request halal food and drink, but Yudi avoids allergy of shrimp. The following detail related enrolment requirement:

- *Course Enrolment Form*
There is on attachment
- *Caterpillar of Australia Training Record or Certificate Application Form*
We will meet with Rebecca related this and candidate is filling CAT Service Training passport form as required.
- *Apprentice's Expected Itinerary*
We cannot inform you yet now, because we have to prepare for travelling approval to release cash advance, VISA, accommodation, flight ticket, etc. I will inform you later if all above already available.

Could you tell us what season estimation there while doing competition? so we can prepare for it. Any suggestion, Mark?

Thank you,

Best Regards,

Dono
The 2019 TSAP Chief Committee
Cileungsi TC Instructor

PT Trakindo Utama – Training Center
Jalan Raya Narogong KM.19
Tel: +62 21 823 3361, • Mobile: +62 812 8320 3055
Fax: +62 21 823 3360,
muhamad.murdana@trakindo.co.id
Call Center 1500 228
Facebook • LinkedIn: PT Trakindo Utama

A member of Tiara Marga Trakindo