



GUIDELINES FOR AU PAIR & DEMI PAIR

JANUARY 2013

INTRODUCTION –

FIRST 4 PAGES FOR YOU TO READ AND KEEP

The programme is designed for au pairs on a working holiday visa and for students who want to work and live with an Australian family while they follow full time language studies in Perth. The programme is only open to **female** applicants over the age of eighteen, **who have at least an Elementary knowledge of English**, to enable them to communicate with the family, she must be the holder of a working holiday visa OR a student with permission to work visa.

Read the following conditions carefully.

Board and Lodgings: is read to mean that in exchange for 15 hours per week of work, girls will receive full board (3 meals a day, 7 days a week) and lodging (in their own private room).

Working Hours: **DEMI PAIR** - 3 hours per day, 5 days a week total of 15 hours per week in EXCHANGE for FULL BOARD. Students are not required to work during school time. girls can agree to work extra hours, extra hours are paid at A\$12 per hour. **Au pair CONTRACT** to work 30 hours per week for A\$180 per week, additional hours are paid A\$12 per hour

Free time: 1 full day off per week (usually Sunday) and a half day on Saturday, providing that she has completed her duty hours for the week. Flexibility with hours can be negotiated with families. Family must give timetables on Sunday night each week.

Remuneration: There is the opportunity to earn money by working additional hours (more than the required hours per week)
Babysitting/Childcare or Cleaning \$12 per hour

Placement The matching of girls and families is the responsibility of Perth Demi Pair girls application details and family application details being taken in to account.

On Arrival *All girls are required to book airport pick up on arrival and homestay accommodation before they commence the Au Pair programme.* On arrival they will have twin room accommodation, at one of 2 au pair homestay houses – as decided by the coordinator, then single room with au pair family.

Departure Please advise us of any changes to your leaving date, if you wish to extend let us know.

E-MAIL info@perthdemi pair.com
www.perthdemi pair.com

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Phone 61 8 944 77278
mobile 0409 685 827

GENERAL INFORMATION

DUTIES

You will be expected to assist with the general housework and the children. Here are examples of task **that your family may require you to do** and **that you will be expected to do** – ironing, laundry, vacuuming, washing floors, dusting, cleaning toilets and bathrooms, washing up after meals, loading/unloading the dishwasher, in addition to keeping your own room clean and tidy. In the mornings you may be expected to do things such as – wake the children, help them get dressed, give them breakfast and get them ready for school, take them to school. In the evenings, duties may include – collecting the children and bringing them home from school, give them their bath and supper, get them ready for bed. In some cases, you may be expected to help cook/prepare the evening meals.

We suggest any of the above that you cannot do you ask your Mother to teach you before you travel here.
ie : cooking, washing, ironing

ADVICE

We encourage you to sit down with your family and discuss their house rules and expectations. Discuss any problems or questions with your host family so that both you and the family are clear about what your duties are, and the time you spend doing them.

Do not wait to be asked to do things. Be considerate, and inquire if there is anything you can do to help.

Always be polite and remember to say "please" and "thank you", and always arrive home at a time acceptable to the host family.

HYGIENE

It is important to be neat and tidy- not only concerning your own personal hygiene, but also with the children. You will be expected to be awake, showered and dressed each morning before the children are up. It is important to care enough about the children to help them brush their teeth, comb their hair, pick up after them and generally teach them good grooming habits.

CONFIDENTIALITY

Please remember to keep the personal and business affairs of your host family confidential at all times. Do not discuss any grievances with your classmates. These must be referred to your family and the Perth Demi Pair coordinator only who will help you deal with any issues.

DRUGS AND ALCOHOL

You must never consume alcohol or be under the influence of alcohol (or other illegal drugs) when you are in charge of the children. Failure to comply with the alcohol and drug guidelines will result in your being asked to leave the family.

SMOKING

The majority of families require non-smokers. If you are a smoker, you must be prepared to smoke only outside the host's house.

COMMUNICATE

Always communicate with the family – good communication is essential.
We are here for you so communicate with us on any issues you may have

WORK CONTRACT

Failure to work the required hours per week will terminate your contract and you will be asked to leave the family. You will be expected to complete the term of your contract as agreed before you were placed with the family.

TRUSTWORTHINESS AND RESPONSIBILITY

These are of vital importance. Having children in your care requires you to be alert, level headed and use common sense so that you can assume control of different day-to-day situations.

INVITATION TO FRIENDS

You must never invite your friends for a meal or to sleep over without the permission of your family.

COMMUNICATION

Communication with the family is essential, discuss any future plans. Always tell them if you will not be in for dinner, or you will stay at your friend's house overnight.

LENGTH OF STAY — MINIMUM TIME FAMILIES ACCEPTED A GIRL IS 3 MONTHS

The length of stay will be agreed before you are confirmed to a family. Students your time is subject to the length of your course. Au pairs contract is for 26 weeks. Families prefer a girl to join the family for 3-6 months as it takes some time to settle into a family and to become accustomed to each other

Demi pair - Minimum length of stay - 3 months (12 weeks)

Au Pair – Length of stay – 6 months
(26 weeks from the day you move to your family)

Preparing your application: Take extra time and effort in preparing your application. Read your application forms through before beginning your responses. The best way to answer is honestly and sincerely. Don't say "Yes" to anything that you cannot do. Remember you will have to back up good intentions with deeds and performance.

**On signing the contract, you may not change families without permission of the agency.
If you do so, you will be in breach of your contract. Issues are to be discussed with Perth Demi Pair to resolve any issues you may have.**

The Government registration for Working With Children is a contract to work with Perth Demi Pair only, if you leave your family this will be cancelled

Any proposed alteration to the contracted dates must be discussed with and approved by Perth Demi Pair

Perth Demi Pair accepts no responsibility or liability for any claim made by a student arising from an introduction to a family.

Accommodation on arrival includes breakfast and dinner

All girls MUST book airport transfer, Perth airport is in an isolated location and there is NO public transport

CHECKLIST - TO APPLY FOR AU PAIR OR DEMI PAIR

Please send ALL DOCUMENTS EMAIL DIRECT TO to Perth Demi Pair

proof of the following – scanned copies of the certificates & police clearance

- [] au pair – demi au-pair application form – **essential – with all questions answered**
- [] copy passport - **essential**
- [] a dear family letter, about you and your family - **essential**
- [] a collage of photos of yourself, your family, children you have taken care of
- [] references from any families you have worked for – **essential**
- [] details of any area in which you have worked with children – **please explain**
- [] police clearance - **essential**
- [] driving licence if you have one – some families ask for a girl who can drive
- [] certificates : for example child care, swimming/lifesaving , - if you have them
- [] first aid - **essential, BEST done in your country in your language**

on arrival you must agree to the following

take a 1 day “Childcare First Aid Certificate Course” (if not done before you get here)

St Johns Ambulance – *if you do not already have a first aid certificate* COST A\$130.00

register with Working With Children for demi au pair/unpaid position COST A\$10

register with Working With Children for au pair/paid position COST A\$10

link to WWC www.checkwwc.wa.gov.au link to St Johns Ambulance www.stjohnsambulace.com.au

CONTRACT – student visa

DEMI PAIR - minimum length of stay is 3 months,

maximum on a student visa can be for the duration of your studies

CONTRACT – Working Holiday Visa

AU PAIR – 26 weeks (6 months)

A CERTIFICATE will be given on satisfactory completion of your contract

A second family – I can find you a second family after you have completed your 1st contract.

this can be in another location, or still in Perth, it can be after you have completed your

travelling or directly after the 1st family – the fee for this service is A\$110.00 (incl gst of A\$10)

AU PAIR – DEMI PAIR APPLICATION FORM

Please complete ALL in BLOCK CAPITALS IN BLACK INK

Passport
Photo please

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

TELEPHONE: _____ mobile _____ email _____

NAME SCHOOL YOU WILL ATTEND _____ visa type _____

LENGTH OF STAY WITH DEMI or AU-PAIR FAMILY : _____ weeks

RELIGION: _____ course start date _____ finish date _____

DIETARY PREFERENCES: _____ Allergies _____

Do you take any medication : _____ what _____

PASSPORT NUMBER: _____ NATIONALITY _____

Emergency contact details :

name FATHER : _____ name MOTHER : _____

(FULL ADDRESS): _____

_____ email _____

TELEPHONE : _____ fax _____ mobile _____

Indicate your preference : 2 parent family _____ single mother _____ single father _____

WOULD YOU BE HAPPY TO LIVE IN A HOUSE WITH PETS? _____

DO YOU HAVE AN INTERNATIONAL DRIVER'S LICENCE? yes/no

Manual [] or automatic [] do you have your own car YES/NO

how many years [] OR months [] have you been driving. Auto [] manual []

DO YOU SMOKE? [] No

[] Yes * Please note that you will be required to smoke outside.

DO YOU UNDERSTAND THAT IF YOU SMOKE AGAINST YOUR HOST'S WISHES, THEY ARE COMPLETELY WITHIN THEIR RIGHTS TO ASK YOU TO LEAVE? _____ (initial)

By completing and signing this form you are stating that you understand that in your position as Demi Pair you will be asked to do and be responsible for any of the following tasks: preparation of meals, clearing up after meals, laundry, ironing, dusting, vacuuming, general household cleaning for the family and children, as well as babysitting, bathing the children, playing with them and their general supervision.

YOU WILL BE ASSISTANT TO THE MOTHER AND DO THE SAME JOBS SHE HAS TO DO.

PLEASE INDICATE WHICH DUTIES YOU ARE CAPABLE OF UNDERTAKING
(THE FAMILY CAN ASK YOU DO YOU DO ALL OF THE FOLLOWING TASKS)

CLEAN BATHROOMS	___	CLEAN KITCHEN	___		
DUSTING	___	VACUUMING	___		
WASHING CLOTHES	___	IRONING	___		
LIGHT COOKING	___	BABY COOKING	___	BAKING	___
BABY SITTING	___	CHILD MINDING	___		
DOG WALKING	___	MAKING BEDS	___		

We suggest any jobs you are not good at that you put the hours in before you arrive to improve your ability.
We suggest you ask your mother to teach you how to cook meals and arrive here confident you can cook several dinners

WHAT AGE CHILDREN DO YOU HAVE EXPERIENCE WITH? _____

DO YOU HAVE BROTHERS [] SISTERS [] WHAT IS THEIR AGE _____

PLEASE INDICATE WHAT KIND OF EXPERIENCES YOU HAVE HAD WITH CHILDREN

LIST CERTIFICATE : _____

PLEASE GIVE ANY OTHER INFORMATION THAT YOU THINK MAY BE USEFUL

ATTACH ANY REFERENCES

WHAT IS YOUR USUAL OCCUPATION _____

WHAT DID YOU STUDY IN YOUR COUNTRY _____

WHAT JOBS HAVE YOU HAD WHILST YOU STUDY _____

WHAT ARE YOUR INTERESTS AND HOBBIES _____

Declaration to be signed by all applicants (Please check all your answers before signing).

I, THE UNDERSIGNED, CONFIRM THAT ALL THE INFORMATION HEREIN IS A TRUE AND ACCURATE ACCOUNT OF MY DETAILS AND THAT IF THERE ARE ANY CHANGES TO MY SITUATION, I WILL NOTIFY PERTH DEMI PAIR IMMEDIATELY. I UNDERSTAND THAT FARES, HEALTH & TRAVEL INSURANCE AND TRAVEL TO AND FROM MY HOME COUNTRY ARE MY RESPONSIBILITY. IT IS FURTHER UNDERSTOOD THAT I MAY NOT CHANGE FAMILIES WITHOUT THE PERMISSION OF PERTH DEMI PAIR.

I understand that the school and their agents reserve the right to refuse a Demi Pair student with no explanation given.

Perth Demi Pair and the school accepts no responsibility or liability made by a girl for any claims arising from an introduction to a family.

I have read and accept all the rules as set out in this contract

SIGNED: _____

DATED: _____

PRINT NAME _____

ALL DOCUMENTS ARE TO BE EMAILED WITHIN 7 DAYS OF THE ENROLLMENT

Please EMAIL ALL documents and photos as set out on the CHECKLIST page

email them to info@perthdemipair.com

