

DEMI-PAIR PROGRAM OVERVIEW

Program objectives

The Demi Pair Program is designed to help students to:

- continue to improve their English skills outside the classroom by combining an English course with work experience with a family in Australia,
- earn part of their living allowance and have free and secure accommodation and lodging while they study.

Type of Work Required

Childcare and light house work duties including light cooking in the home of a family in Australia.

TYPES OF VISA

Working Holiday, Student visa

PROGRAM LENGTH

- In this program students will stay up to two weeks at Homestay family while DemiPair family interview being arranged.
- Working hours and tasks will vary according to each family's needs.
- The maximum number of hours student visa holders can work is 20 hours per week.
- The minimum program length is 12 weeks regardless of the type of visa.
- It is important that Student Visa applicants understand that the primary purpose of the Student Visa is to study not to work. Therefore, the work they undertake cannot interfere with or take priority over their study.

ENGLISH PROGRAM AVAILABLE

Available with any English program



ENTRY REQUIREMENTS

- Minimum age is 20 years.
- English level required: Intermediate or above.
- Must have experience caring for children. This can range from basic babysitting to paid childcare work. Two references to verify this are required.

HOW TO APPLY

All applications must be received three months in advance.

Applicants are required to send the following:

- Access Language Centre Demi-Pair application form and English language course application form
- resume outlining childcare experience (this can range from baby sitting to formal childcare work),
- introduction letter,
- photograph (smiling please),
- two checkable references (if not childcare related, character references are acceptable)
- police clearance certificate
- medical certificate from a doctor stating your health condition
- valid driver's licence translated into English
- application fee.
- a good will bond is payable and will be returned to the student on successful completion of the program.
- All applicants must read and sign the Access Language Centre terms and conditions.
- Completed Access Language Centre English entry test. Applicants are expected to sit for an entry test when they apply for the program to ascertain that they are the right level for the program.

SUPPORT AND MANAGEMENT OF THE PROGRAM

- Students are matched with families based on their requests and the family's needs and availability.
- Before the interview students will be provided with a profile of their family outlining the hours and tasks the family would like the student to undertake.
- Students will be provided with an orientation into the program.
- The Demi-Pair program is monitored through frequent contact by Access Language Centre staff with both the family and the student during the program.
- Support and counselling is available to students at all times.

CONDITIONS

Please see attached copy of our terms and conditions for this program.

PROGRAM START DATES

Students may start their English course any Monday.

N.B. This program is not available for commencement December - mid January

The Demi Pair Program application fee is AUD\$300 + AUD\$300 deposit/ bond (deposit/bond is refundable upon successful completion of the program)

DEMI-PAIR DOCUMENTS REQUIRED

Welcome to Access Language Centre's Demi-Pair program.

Please note that the following must be provided **at least three months before course commencement**. Please provide the items that have NOT been ticked:

- Access Language Centre Demi-Pair application form
- Access Language Centre English course application form
- Demi-Pair program entry test
- Resume outlining childcare experience (this can range from baby sitting to formal childcare work)
- Introduction letter ("Dear Family") giving details about yourself, your family, work experience and your reasons for travel to Australia.
- Photograph (smiling please)
- Two checkable references (if not childcare related, character references are acceptable)
- Police clearance certificate
- Medical certificate from a doctor stating your health condition
- Copy of your visa
- Licence copy or translation of license allowing you to drive in Australia
- Signed Demi-Pair program Terms and Conditions

Comments:

Please note: Full payment of fees is required prior to course commencement.

DEMI-PAIR APPLICATION FORM

PERSONAL DETAILS

Name: _____

Address: _____

Date of Birth: ____/____/____ Phone No: _____

Passport No.: _____ Nationality: _____

Current Occupation: _____ Religion: _____

Have you ever been convicted of a crime? YES/NO

If yes, please explain _____

Do you smoke? YES/NO

Do you suffer from allergies? YES/NO

If yes, please explain _____

Do you take any drugs or medication? YES/NO

If yes, please explain _____

Do you have a first aid certificate? YES/NO

If yes, when is the expiry date? _____

Do you have a nose stud or ring, multiple earrings, tongue stud, eyebrow stud, visible tattoos or dreadlocks? YES/NO

Details: _____

Are you vegetarian? YES/ NO

If yes, are you happy to cook meat, especially for children? YES/NO

Do you drink alcohol? () never () socially () regularly. About ____ glasses/week.

What languages do you speak? _____

For how long are you visiting Australia? _____

AVAILABILITY

Course Start Date: _____ Course Length: _____

PREFERENCES

I prefer children () up to 1 year () 1-3 years () 3-6 years () 6-10 years () over 10

I would like to look after () 1 () 2 () 3 () 4 children

I am willing to work with: () a single mother () a single father () a home with pets

QUALIFICATIONS

I have knowledge of life saving YES/NO
 I have knowledge of CPR (Cardiopulmonary Resuscitation) YES/NO
 I have knowledge of first aid YES/NO

EXPERIENCE

Please tick the age groups in which you have had actual child care experience
 0 -12 months () 1 – 2 years () 3 – 5 years ()
 6 – 8 years () 10 years plus ()

My experience in childcare covers: _____

I have most experience with children aged () newborn () up to 1 year () 1-3 years
 () 3-6 years () 6-10 years () over 10 years () children with disabilities

I have been overseas as () au pair () mother’s help () nanny and I have lived for
 _____ months in _____.

EMPLOYMENT RECORD

Please describe your last three positions, including duties, approximate working hours, length of period of employment and reasons for leaving.

1. _____

2. _____

3. _____

As a Demi pair you will be required to perform light domestic duties. Will you confidently perform the following duties?

() washing () ironing () cleaning () cooking, including meat for children

HOBBIES & INTERESTS

My special hobbies/interests are: _____

Sports I participate in are: _____

I can () play a musical instrument () swim () ride a horse () ride a bicycle

DRIVING

I have had a driver's license since _____ and I can drive a manual car YES / NO

automatic car YES/ NO

I have experience driving a car in () city () rural areas () highway () snow () at night

Have you ever had an accident? YES/NO

If yes please give details: _____

Have you ever made a traffic violation (other than parking)? YES/NO

If yes please give more details: _____

Has your driver's license ever been suspended or revoked? YES/ NO

If yes please give details: _____

Are you willing to drive in Australia? YES/NO

HEALTH DECLARATION

I would describe my health as () excellent () very good () good () poor

I have been treated for the following conditions: _____

Do you have any dietary restrictions? _____

Do you have any health problems which may affect your ability to perform your duties efficiently? _____

Have you had the usual childhood ailments (eg. Measles, mumps, chicken Pox) YES/NO

PERSONALITY PROFILE

The main reason why I should be considered for employment is_____

My friends would describe me as_____

My previous employers would describe me as_____

My strongest character points are_____

Points I would like to improve are_____

Access Language Centre is committed to handling your personal information in accordance with the Privacy Amendment (Private Sector) Act 2000.

Any personal information that we request from you in your application will be used by Access Language Centre and/or our chosen representatives to assist us in our provision of education, accommodation, work placement, pastoral and counselling services and will not be passed on to any agency not directly involved with Access Language Centre for these purposes.

DEMI-PAIR PROGRAM 2008 TERMS & CONDITIONS

1. I confirm that I have answered all questions honestly and that all information in the application, resume, introduction letter and references is true and correct and I shall notify Access Language Centre immediately if there are any changes to the information included in my application.
2. I agree to pay a \$300 good will bond which will be refunded to me at the completion of my program without breach of any of the conditions set out in this document. I agree to pay this bond before my arrival in Australia.
3. Should I decide to cancel my application, I shall inform Access Language Centre immediately and I understand that neither the application fee of AUD\$300 nor the \$300 goodwill bond will be refunded to me.
4. Should I decide to cancel my application, I will not continue to negotiate with prospective host families who have been introduced to me previously or who have contacted me either in the past or who contact me in the future as arranged through Access Language Centre.
5. I understand that the Demi-Pair Program is offered by Access Language Centre only in conjunction with an English course. Therefore an extension of stay with my family may not be arranged without an extension of my English course at Access Language Centre. I understand that I must receive written confirmation from Access Language Centre regarding the program extension.
6. I agree not to arrive at my host family until I have received an official confirmation of placement from Access Language Centre.
7. I shall carry out my childcare and light housekeeping duties with diligence. In addition to my duties, I agree to keep my room clean and neat and to make a fair contribution to the cleanliness of the “common areas” of my host family’s home.
8. I agree to abide by all the house rules set by the host family (ie. Use of telephone and facilities in the home, daytime or overnight visitors, curfew, smoking etc). During my stay I shall behave in a manner which does not reflect badly upon my host family, Access Language Centre and my home country.
9. I shall seek the advice of the host family before administering any form of discipline on the children. Under no circumstances shall I hit the children or leave them alone.
10. I shall seek advice and written permission from the host family before administering any medication to the children.
11. I shall discuss with my host family any arrangements for holidays or additional days off duty at least four weeks in advance.
12. I shall not undertake any other paid employment unless agreed to by my host family and allowed under the terms of my visa.
13. If I have any problems or questions, which cannot be discussed and resolved with the host family, I shall contact Access Language Centre for assistance. If no solution can be reached and I decide to leave the host family, I agree to give in writing at least 2 weeks’ advanced notice. During this time period, I shall perform any normal duties as per the Demi-Pair Program Terms & Conditions. If I request to be placed with a new family, I understand this may take some time to organize and Access Language Centre will not be liable or responsible for the accommodation cost before the new family is confirmed nor guarantee the placement of second host family.
14. I agree to cover all costs and any debts incurred by me while staying with the family (ie. Telephone bills, etc). I shall bring emergency funds with me to cover the additional accommodation and living cost.

15. I will familiarize myself with all placement guidelines and Demi-Pair Program conditions, in particular those regarding the number and distribution of working hours, duties, pocket money, free time, holidays, language courses, transportation costs, insurance and the termination of my Demi-Pair Program with the family.
16. I shall adhere to all my visa conditions
17. I understand that I shall be expelled from the program if:
 - I fail to abide by this agreement and to be a willing applicant for the DemiPair Family interview.
 - I falsify any information in my application (ie regarding smoking, childcare experience, health etc).
 - I begin my stay before receiving any official confirmation of placement from Access Language Centre or a proper visa.
 - I disobey the laws of my host country.
 - I try to negotiate the conditions of my Demi-Pair Program directly with the family instead of through Access Language Centre.
18. I understand that I have to pay for two weeks of homestay before the Demi-Pair program starts and all travelling costs and Access Language Centre will be responsible for additional homestay cost only (not student living expenses) after first two weeks until a Demi-Pair host family is confirmed provided Access Language Centre receive my full application at least THREE MONTHS prior to my arrival, otherwise I will have to pay for homestay or alternative accommodation until a Demi Pair host family is confirmed.
19. I understand that Access Language Centre will not be liable or responsible for any loss, damage or harm occasioned by me as a result of any act, omission, statement or representation and that I will not hold Access Language Centre responsible for any claims as a result of any such act, omission, statement or representation made by any person arising out of my Demi-Pair Program with the family. I understand that Access Language Centre and its staff cannot be held liable for accidents or loss while I am in Demi-Pair accommodation.
20. I understand that if my level of English when I arrive in Sydney proves to be different from the results of the entry test, I will not be accepted in the program or I may be asked to undertake additional English lessons at my expense and also pay for additional accommodation until my English level is suitable to commence the Demi-Pair Program.

I have read, understood and agree to the Terms & Conditions of the Access Language Centre Demi-Pair Program.

Name: _____

Date: _____

Signature: _____

SAMPLE DEMI-PAIR FAMILY PROFILE

Name of Demi-Pair: Ms EEE EEE

Mothers Name: FFF Jones **Occupation:** Chef

Fathers Name: GGG Jones **Occupation:** Cabinet Maker

Children: HHH (male, 7 years old)
III (female, 4 years old 5 in October)

Address: 25/896 Collins Street, Surry Hills NSW 2010

Telephone: (02) 9123 4567

Mobile: 1234 567 890

Commencement Date: 15th April 2004

Date of Departure: Saturday 5th June 2004

Hours per week: approx 20 hours per week

Weekly allowance: AUD \$150 per week

Pets: Cat and Dog

Duties: **7am – 8.30 am** Monday-Thursday helping with children in the morning and taking them to school. 2.30pm-5pm, picking children up from school and helping in the afternoons. 2 nights babysitting per week as requested
Please Note: The children’s school is walking distance from their home

Accommodation: The family live in a fabulous Terrace House in the vibrant Surry Hills, close to shops, the city and 20 minutes on a bus to the beach.