



## **DEMI PAIR PROGRAM OVERVIEW**

### **What is the Demi Pair program?**

The Demi Pair program combines Intensive English classes (General English, Academic English, Business English, IELTS and Cambridge preparation) whilst at the same time helping out an Australian family with childcare and light housework assistance. In exchange for those services, the student will receive accommodation, meals and a weekly living allowance (between AU\$ 120 and AU\$ 150 per week).

Students will attend daily Intensive English classes at Access and follow a regular timetable from Monday to Friday (8:30 am – 12:50 pm or 9:40 am – 2:30 pm). Students may start their English course any Monday during the year. Students will then return to their Demi Pair families to look after the children and perform housekeeping duties (approximately 20 hours per week).

### **Who can apply for this program?**

Students 20 years and over who have substantial experience in working with children (two references are required to verify this), and who possess at least an Intermediate English level and a valid driver's licence. First aid certificates, childcare diplomas, etc. are all strong points for potential candidates.

Applicants are required to take a pre-enrolment entry test and a phone interview with the Director of Studies; this will help us ascertain that they are the right level for the program. If the student does not reach the level, the student will be required to take 2-4 weeks of Super Intensive General English (at an additional cost) before starting with the Demi Pair family.

This program requires good will, flexibility, motivation and responsibility from the student. Initiative needs to be taken within the family. The student will also need to comply with the family rules.

Full applications need to be received at least 3 months in advance. The search for families will begin only once the student has been accepted in the program and all documentation has been received.

## **Type of work required**

Students will be required to work around 20 hours per week for their Demi Pair family. The working hours and tasks will vary according to each family's needs, with an average of 4-5 hours worked daily.

The Demi Pair program revolves around the family's children. Childcare duties may include getting kids ready for school, either dropping them off or picking them up from school, organising activities, preparing snacks and dinner, ensuring homework is completed, bedtime and bathing preparation. Light housework may include laundry, cleaning, ironing, cooking, washing, grocery shopping etc.

The student will have weekends free for sightseeing and socialising. However, occasionally, the family may ask the student to baby-sit on the weekend. We ask that students and families remain flexible.

## **Types of visa**

As the Demi Pair program workload is around 20 hours per week, only Student Visa holders and Working Holiday Visa holders are allowed to participate in this program. The minimum program length is 12 weeks regardless of the type of visa.

Working Holiday Visa: Students on a Working Holiday Visa are only allowed to study and do the Demi Pair program for a maximum of 16 weeks. Working Holiday Visa holders will have to organise their own medical insurance.

Student Visa: Student Visa holders can study and do the Demi Pair program for a maximum of 52 weeks, and they are limited to working 20 hours per week. Student Visa holders have to register with OSHC, the compulsory Australian student medical insurance. 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.

## **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 Coordinator is in frequent contact with both the family and the student to ensure the placement is going smoothly. Support and counselling is available to students at all times to help them in case of communication problems with the family or any other problem.

## **Demi Pair bond deposit**

A goodwill bond is required in case any problems arise. For example, the student deciding to leave the family before the end of the program, inappropriate use of the telephone and the Internet or any material damage caused by the student may result in partial or full surrender of the bond.

The bond will be refunded to the student on completion of the program provided that the Terms and Conditions have been met and upon agreement by the Demi Pair family.

## **Homestay deposit**

We have put together a flexible system where students will stay in a regular homestay family for the first two weeks in Sydney.

This will allow them to recuperate from the long trip, to start their classes and to discover the city without having to look after children and work straight away.

This also allows our Demi Pair Coordinator to organise meetings and interviews between possible Demi Pair families and the student. When an interview is proven positive, this two weeks homestay may be reduced and the student can move in with the Demi Pair family. No refunds of fees will apply once a student has been placed with a homestay family.

If Access has found a family before the student's arrival in Australia, the student will be placed directly with the Demi Pair family and the homestay deposit will be refunded.

## **Demi Pair program fees**

Demi Pair Placement fee: \$300

Demi Pair Bond deposit: \$300

Homestay Deposit: \$480

NB: A lot of families are away on vacation between December and mid-January as summer is the holiday period in Australia. Students should be aware that starting during this period might not guarantee them an immediate placement with a family. It is also recommended that students apply for full travel insurance before coming to Australia.



## **DEMI-PAIR REQUIRED DOCUMENTATION**

**Please note that the following documents must be provided when applying to the Demi Pair Program.**

- ⇒ **Demi Pair Program Entry Test**
- ⇒ **Access Language Centre Application Form**
- ⇒ **Demi Pair Application Form**
- ⇒ **Resume Outlining childcare experience (this can range from baby sitting to formal childcare work).**
- ⇒ **Photograph (smiling please)**
- ⇒ **Two checkable references (childcare related)**

**The following documentation must be provided once the student has been accepted into the program.**

- ⇒ **Signed Demi Pair Program Terms & Conditions**
- ⇒ **Introduction Letter (“Dear Family”) giving details about yourself, your family, work experience and your reasons for travel to Australia**
- ⇒ **Character Reference (optional)**
- ⇒ **Police Clearance Certificate**
- ⇒ **Medical certificate from a doctor stating your health condition**
- ⇒ **Photographs with children (smiling please)**
- ⇒ **Copy of your visa**
- ⇒ **Licence copy or translation of licence allowing you to drive in Australia.**



**DEMI-PAIR PROGRAM**  
**STUDENT APPLICATION FORM**

**PERSONAL DETAILS**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Ph Number:** \_\_\_\_\_

**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 does it expire? \_\_\_\_/\_\_\_\_/\_\_\_\_

**Do you have a nose stud or ring, multiple earrings, tongue stud, eyebrow stud, visible tattoos or dreadlocks?**

Details: \_\_\_\_\_

**Are you Vegetarian?** YES / NO

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

**Do you drink alcohol?** ( )Never ( )Socially ( )Regularly \_\_\_\_ Glass/week

**What Languages do you speak?** \_\_\_\_\_

**How long will you stay in Australia for?** \_\_\_\_\_

Applicants Initials \_\_\_\_\_



**AVAILABILITY**

Course Start Date: \_\_\_\_\_ Course Length: \_\_\_\_\_

**PREFERENCES**

I prefer children

< 1 year  1-3 years  3-6 years  6-10 years  10+ years

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 of groups in which you have had actual childcare experience:

0-12 months  1-2 years  2-5 years   
6-8 years  10+ years

My experience in childcare covers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have most experience with children aged:

Newborns  Up to 1 year  1-3 years  3-6 years   
6-10 years  10+ years  Children with disabilities

I have been overseas as  Au Pair  Mother's help  Nanny

And I have lived for \_\_\_\_\_ months in \_\_\_\_\_

Applicants Initials \_\_\_\_\_



**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. Please tick the following duties that you can confidently perform:**

Washing     Ironing     Cleaning     Cooking, including meat

**HOBBIES & INTERESTS**

**My hobbies & interests are:** \_\_\_\_\_

\_\_\_\_\_

**Sports I like to play:** \_\_\_\_\_

\_\_\_\_\_

**I can**  play an instrument  swim  ride a horse  ride a bicycle

Applicants Initials \_\_\_\_\_



**DRIVING**

**I have had a driver's licence since \_\_\_\_\_ and I can drive:**  
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 provide details: \_\_\_\_\_  
\_\_\_\_\_

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

If yes please provide details: \_\_\_\_\_  
\_\_\_\_\_

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

If yes please provide 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 requirements;** \_\_\_\_\_

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

**Have you had the usual childhood ailments (Measles, mumps, chicken pox) or immunization against them?**

YES / NO

Applicants Initials \_\_\_\_\_



**PERSONALITY PROFILE**

**The main reason why I should be considered for employment is:** \_\_\_\_\_

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**My friends would describe me as:** \_\_\_\_\_

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**My previous employers would describe me as:** \_\_\_\_\_

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**My strongest character points is:** \_\_\_\_\_

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**Points I would like to improve are:** \_\_\_\_\_

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**Your Privacy;**

**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 representative to assist us in our provision of education, accommodation, work placement, pastoral and counseling services and will not be passed on to any agency not directly involved with Access Language Centre for these purposes.**

Applicants Initials \_\_\_\_\_



## **DEMI PAIR PROGRAM STUDENT GUIDELINES**

**Welcome to Australia and Access Language Centre Demi Pair Program. We have set out below some guidelines that will help to make your Demi Pair experience a success.**

**Settling In:** Your new Demi Pair family welcomes you. It is natural to feel anxious initially, but once you and the family get to know each other you will feel more relaxed and start to enjoy yourself. We will have a follow up meeting after one week at the school to ensure you are comfortable in your new home. **PLEASE NOTE:** As with most cities worldwide, most Demi Pair families in Sydney live 20-50 mins from the school so please allow this for travelling time and the average cost is between \$30 to \$50 per week. For students travelling to Sydney in winter, please note that most families do not have central heating in their homes so please bring an adequate amount of warm clothing.

**Accommodation:** Your host family will provide you with your own private room, and in some cases your own bathroom.

**Bathroom:** Australia is a very dry country and we are all trying to conserve water. Please do not stay in the shower for longer than 5 minutes and please leave the bathroom clean and tidy. At all times you should use your own toiletries, including toothpaste.

**Working Hours:** Monday to Friday (4-5 hours per day)- weekends free, however, the student and family do need to have flexibility and students can agree to work extra hours. Both parties will generally agree upon the duties and hours prior to the student's arrival.

**Internet:** Internet will be accessible, via wireless or direct, however while you are working you must not use the internet or mobile phone for your personal use.

**Duties:** You will be expected to assist with the general housework and the care of the children. Here are examples of tasks that your family may require you to do and that you will be expected to do – preparing meals, 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, giving them breakfast and getting them ready for school, take them to school. In the evenings, duties may include – collecting the children and bringing them home from school, giving them their bath and dinner, getting them ready for bed. In some cases, you may be expected to help cook/prepare the evening meals.

**Communication:** The key to a successful relationship with your Demi Pair family is communication. Please always ensure you discuss any problems, concerns or any future plans with them. Always tell them if you will not be in for dinner, or you intend to stay at your friend's house overnight.

**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 Demi Pair family.

**Transport:** The family will show you where the closest public transport is, they will also help you find the quickest route to Access Language Centre. If you need advice on buying a weekly ticket, and figuring out which bus/train station to get on or off at, please ask them for assistance.

**Meals:** You will be provided with breakfast, lunch and dinner. The family is not expected to make your lunch, so use what is available and prepare your own food. In the event that the family are not home, you are allowed to prepare your own dinner. If you are going to miss a meal or you will be home late please let your family know.

**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, and to help them brush their teeth, comb their hair, pick up after them and generally teach them good grooming habits.

**Cleaning:** Please ensure your personal area is kept tidy, such as ensuring your bedroom and bathroom are always clean.

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

**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 Access Demi Pair Co-ordinator only, who will help you deal with any issues.

**Insurance:** Your demi pair family will do all they can to make you comfortable and your visit enjoyable and memorable. All care will be taken of you and your safety, but no responsibility can be taken in the event of an accident or misadventure. It is expected that you will take out your own personal insurance to cover your stay with your host family and your time in Australia. No responsibility will be taken for loss or damage of your personal belongings, so please take special care of your valuables, money, passport and airline tickets.

**Doctors & Dentists:** If you need a doctor or dentist ask your Demi Pair family if they can make you an appointment at their family dentist or doctor. You should organise travel/health insurance before you leave your home country. Please pay the bill directly and then claim it back once you have returned back home.

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

**Drugs, Alcohol and Smoking:** 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. The majority of families require non-smokers.



## **DEMI PAIR PROGRAM 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 and is only available 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 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 house keeping 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 out 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 circumstance 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 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. 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.**

- 14. 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 organise 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 the second host family.**
- 15. I will familiarise myself with all placement guidelines and the Demi Pair Program conditions, in particular those regarding the number and distribution of working hours, duties, pocket money, free time, holidays, language course, transportation costs, insurance and the termination of my Demi Pair Program with the family.**
- 16. I shall adhere to the terms and conditions laid out by my visa.**
- 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 Demi Pair 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. Access Language Centre will be responsible for additional homestay cost only (not student living expenses) after the first two weeks until a Demi Pair host family is confirmed, provided Access Language Centre receives 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:** \_\_\_\_\_