



GUIDELINES FOR DEMI PAIR

JANUARY 2008

INTRODUCTION –

FIRST 4 PAGES FOR YOU TO READ AND KEEP

The Demi Pair programme is designed for students who want to work for 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 their [agreed] hours per week of work, students will receive full board (3 meals a day, 7 days a week) and lodging (in their own private room).

Working Hours: 3 hours per day, 5 days a week total of 15 hours per week. Students are not required to work during school time. Students can agree to work extra hours, whereby an allowance will be paid.

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

Remuneration: There is the opportunity to earn money by working additional hours (more than the required 15 hours per week)
Babysitting/Childcare or Cleaning \$10 per hour

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

On Arrival *All students are required to book 4 weeks homestay on arrival before they commence the Demi Pair programme. This allows the adjustment to their new school and country and allows the Coordinator time to evaluate the capabilities of the student. The student will be placed with a family within the 4 weeks depending on the availability of the family. On arrival they will have twin room accommodation, then single room with demi family.*

Departure Please give Perth Demi Pair 2 weeks notice of your intended departure date from your family.

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.

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.

WORK CONTRACT

Failure to work the required 15 hours per week will terminate your contract and you will be asked to leave 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

The length of stay will depend on the length of your English Course. Families prefer a Demi Pair 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

MINIMUM LENGTH OF STAY - 3 MONTHS

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.

Write your name on the back of all photographs submitted.

On signing the registration form, you may not change families without permission of the agency. If you do so, you will be in breach of your contract.

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

VISA – student with permission to work visa or Working Holiday Visa

Visa with permission to work cannot be obtained from Immigration until studies have commenced. the cost to Immigration for this Visa is A\$60, you can apply on line.

Please apply to DIMIA for this visa, use application form 157P
You must have this BEFORE placement with a family.

PLACEMENT FEE A\$360.00 (including Government Tax)
Airport Transfer A\$70 (including Government Tax)

CHECKLIST – APPLY FOR DEMI PAIR OR AU PAIR PLACEMENT

Please forward to Perth Demi Pair – or to your language school in Perth

proof of the following

- 1) au pair – demi au-pair application form – **essential** – with all questions answered
- 2) 2 passport photos - **essential**
- 3) a dear family letter, about you and your family - **essential**
- 4) you may send photos of your family too - optional
- 5) references from any families you have worked for – **families like to see these**
- 6) details of any area in which you have worked with children – **please explain**
- 7) police clearance - **essential**
- 8) driving licence – some families ask for a girl who can drive
- 9) certificates : child care, swimming/lifesaving , - if you have them
- 10) first aid - **essential**,

on arrival you must agree to the following

if on a student visa you must convert to a “student with permission to work visa”

when studies have commenced before placement with a family COST A\$60

take a 1 day “Childcare First Aid Certificate Course” with

St Johns Ambulance – *if you do not already have a first aid certificate* COST A\$95

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\$50

you will need your birth certificate to apply for this – English translation

or open an Australian bank account and show evidence of this

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

CONTRACT – student visa

minimum length of stay is 3 months

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

CONTRACT – Working Holiday Visa

you can stay for a minimum of 3 months and a maximum of 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)