**Smart-pack - Au Pair in Australia**

We provide the Au Pair in Australia Program in collaboration with our partner agency Smartaupairs Australia. You will benefit from their extensive experience and efficient support *before and during* your au pair experience.

This pack contains all you need to know to prepare for the program, including program information, your checklist, all forms and your au pair agreement.

Please contact us at **Agence Pipelettes** if you don’t understand any of the points in the smart pack.

Important information to read:

***What is an au pair?***As au pair you take part in a cultural exchange program. You get the opportunity to be a ‘big sister’ or ‘brother’ to the children in your Australian family and ‘live as a local’.

For the au pair programme you must fit the following criteria:

* Age 19 – 30 (between January and June we organise limited placements for 18 year old applicants with extensive childcare experience and a mature attitude)
* Eligible for Working Holiday Visa (Subclass 417 or 462)
* Have a valid passport
* Be unmarried and have no children
* Be flexible, friendly and open
* Be happy to help with childcare and light housework, usually 25-35 hours per week
* Able to be au pair for a period of 6 months
* Be fit and healthy; no pre-existing medical conditions
* No criminal record
* Have a driver’s license (between January and June we organise limited placements for non-drivers with extensive childcare experience and a mature attitude)
* Be a non-smoker

As part of the cultural au pair experience, in exchange for helping out with childcare or nanny duties and light housework (25-35 hours), you are welcomed as a member of the family and given full board accommodation in your own room and paid pocket money.

***Visa***To be au pair in Australia, you need to have a valid passport and qualify for a ‘working holiday visa’. You apply before you travel. You can do this online once you are matched to your host family.

<http://www.immi.gov.au/visitors/working-holiday/>

* The working holiday visa is valid for 12 months.

***Compliance***To be au pair in Australia, you need to have a valid Working With Children’s Check (or Bluecard) before you can care for other people’s children. You must apply upon arrival and inform Smartaupairs of your approval number within 2 weeks of arriving.

***Your rewards***You should help look after the children and do some light housework in exchange for a comfortable room, pocket money, food & drink, the chance to get a taste of the host family’s cultural and social life and improve your skills from daily conversations.

Your pocket money will be approximately $150 – 180 p/w for 25 hours; extra hours (school holidays etc. approx. $7 per hour).

You can expect 2 full days off per week and lots of time to explore and enjoy! You pay for your own flights, visa and gap year travel insurance.

***Expected duties***Duties will vary by family, but expect the following to be part of your duties in most families. The family should prepare a detailed handbook outlining expectations.

* Wake the children in the morning and get them ready
* Help the children to tidy their rooms and make their beds
* Prepare breakfast and lunch for the children + clean up dishes from meals
* Make sure children have books and homework for school
* Take children to/from school
* Tasks while children are at school: shopping, light housework
* Prepare a healthy afternoon snack
* Assist the children with their homework, initiate and supervise play
* Help the children with their bath routine and help get them ready for bed
* Baby sitting

***Experience***Most au pair families would like to see that you are keen on children and have looked after children before. We ask applicants to provide at least two childcare references (at least one outside of the family circle), and one character reference.

***Placement***We place au pairs throughout Australia. You may indicate preferences but we ask you to be flexible. This will allow you to be placed quicker and with a family that really suits you; we match people rather than places! **Flexible candidates will always be given priority**.

**How we work**

Once you are accepted into the program your file will be sent to Smartaupairs Australia.

When you’re shortlisted for a family, you will receive a log in by e-mail to access the website ([www.smartaupairs.com.au](http://www.smartaupairs.com.au)) to see the host family details. The family can see your complete profile online also, whereas *you* can only see part of your own profile.

We recommend you send the family an e-mail to introduce yourself. The family will contact you if they’re interested. Not every family will contact you; we will automatically continue to send out your application to more families.

When a family contacts you, they may invite you for **an interview**.

Smart tips for success:

*Be prepared for your interview, ask lots of questions about the family, the children and your role.*

*Make sure you have an active* ***Skype*** *account and working webcam and practise with a friend!* If the interview goes well the family may offer you the placement.

*Before the interview check Google maps to understand the location of the family and ask questions if unsure.*

Once you’ve accepted an offer, you will receive an invitation to sign and return. With your agency, you can now apply for you visa, book your flights and organise gap year travel insurance.

We will help you along with information to help you prepare and settle, most of this will be sent by email.

The Au Pair in Australia Training Manual covers topics such as:
- Basic health & safety + first aid including venomous Australian creatures,
- Routines and lifestyles of Australian families
- Role of the au pair within the family,
- Communication including discipline and praise
- Child care and development
- Diet and cooking
- Planning activities and days out with children.

After you arrive in Australia, send your Australian mobile phone number to Smartaupairs to allow us to make a follow up call to have a little chat about how everything is going and answer your any questions.

We provide a Smartaupairs in Australia Facebook group to find other au pairs and make friends in the area. We monitor this group carefully. Our travel agency is also part of this group; they will invite you to events, help you book daytrips, surf camps or trips to see some of the highlights of Australia. They can often also help you find a travel buddy.

In collaboration with our travel partner we also organise regular get-togethers.

**Au pair in Australia checklist 2021**

Applying for an au pair position is just like applying for a job program abroad. The best profiles are chosen by the top families. Please take care to return complete documentation. Use black print and write neat and clear and in English! You can use this list to check if you have all the documents we need.

When you’re sending your application please note that files can be no bigger than 2MB.

☐ Au Pair Registration form

☐ Letter

☐ Pictures: If possible, use photos of you interacting with children. Maybe a photo of you ‘in action’ showing your favourite sport or hobby!

☐ References; we need 2 childcare references (at least 1 outside of your family circle) and 1 character reference. Use the forms attached – all references are checked! We cannot accept a character reference from your family members and/or friends your own age, it can be from your teacher, tutor, (ex) employer, church official etc.

☐ Medical certificate: no more than 3 months old.

☐ Signed ‘Au Pair Agreement’ : please read this carefully before you sign

☐ Signed ‘rôle de l’au pair’ and ‘Conditions générales’ of your agency Agence Pipelettes <https://form.jotform.com/70054272700950>

☐ Police check: you must apply for a police check in your own country. NOTE: When you arrive in Australia, in addition to police clearance from home country a Working with Children Check is a legal requirement for au pairs in most States/Territories in Australia. Fees may vary between $70 and $120.

☐ Copy of your French passport and driver’s license – get your international licence now ☺

☐ 2 cheques : ‘Frais d’inscription’ (application fee) 200€ cashed when file is received, and ‘Frais de placement et de suivi’ (placement and follow up fee) 250€, cashed when you accept a placement.

☐ First Aid certificate (if you do not yet have this, start training today on <http://www.firstaidforfree.com>)

 **BONUS MATERIAL – not obligatory but families love these extras**

☐ Make a Youtube video to introduce yourself; talk about your childcare experience,
your hobbies, your interest in Australia etc. Send the youtube link to Agence Pipelettes

☐ If you apply to be a Diamond au pair, please include childcare certificate/diploma if applicable.