

Demi Pair Program Required Document Guide

Application Forms	Useful Information
IH Application Form	<ul style="list-style-type: none"> Applicant must complete the IH Application Form in addition to the Demi Pair Student Application Form.
Demi Pair Student Application Form	<ul style="list-style-type: none"> Applicant must complete all boxes and answer all questions truthfully and in adequate detail as this will be sent to a prospective host family as part of the student profile.
Demi Pair Student Terms and Conditions	<ul style="list-style-type: none"> Applicant must read and sign the program terms and conditions to verify their understanding of the program.
Demi Pair Student Handbook & Code of Conduct	<ul style="list-style-type: none"> Applicant must read the handbook which outlines the conditions and expectations of the placement, including for the student's behaviour, and tick the code of conduct statement boxes to verify understanding. This must also be signed by the Applicant.
References & Checks	Useful Information
Childcare Reference	<ul style="list-style-type: none"> Applicant is required to obtain at least one childcare reference from a previous childcare employer. Childcare examples: babysitter, afterschool nanny, teacher, children's nurse, classroom assistant, childcare worker, homework tutor, holiday camp supervisor, sports coach etc. Childcare experience should be substantial (e.g. babysitting on a regular basis, rather than only one night of babysitting). References from family members will only be accepted in addition to a non-family member reference. References do not have to be completed in English, but an English translation of the reference must be provided.
Character Reference	<ul style="list-style-type: none"> Applicant is required to obtain a character reference from a teacher, colleague, employer, family friend or acquaintance.

IH Sydney City • IH Bondi • IH Darwin • IH Melbourne • IH Gold Coast • IH Byron Bay • IH Adelaide

	<ul style="list-style-type: none"> • References from family members will only be accepted in addition to a non-family member character reference. • The character reference does not have to be completed in English, but an English translation must be provided.
Medical Check	<ul style="list-style-type: none"> • The medical check ensures the applicant is in good physical and mental health to take care of children. • Please send a copy of the check with English translation. • The information provided in this form will be kept confidential, in accordance to the Privacy Act 1988 and the IH Information Policy. • Any information disclosed on this form will be treated sensitively and will be shared internally with IH staff and externally with the student's host family only if deemed necessary for sharing, for the purpose of finding a suitable host family for the applicant. • The applicant will be contacted by IH staff to consent or decline any information being shared with the host family which may be necessary for the placement (e.g. Medical needs or health conditions).
Police Check	<ul style="list-style-type: none"> • Applicants must obtain a national police check from their home country. Applicants are liable to pay for this check. • Please send a scanned copy of the check with English translation.
Working with Children Check/Blue Card	<ul style="list-style-type: none"> • Applicants must obtain a WWCC or Blue Card for their placement. This is an ongoing assessment of child-related offences and all childcare providers in NSW, VIC and QLD must have the check to care for children in. • Applicants must apply for the WWCC/Blue Card once they are placed with a family and prior to the start of the placement and provide the Demi Pair Coordinator with their Application Number. • Applicants must verify their identity at a local Service office soon after they arrive to Australia. The applicant will be asked to provide their full WWCC number to the Demi Pair Coordinator. • For the purpose of the Demi Pair program, the WWCC/Blue Card is free of charge.

First Aid Certificate	<ul style="list-style-type: none"> • Applicants must attend a children’s First Aid training course in Australia, provided by either St John’s or Red Cross. • Applicants must book and cover the cost of their first aid training (If the host does not require it – the student does not need to do the course) • Applicants must provide a copy of the Certificate of Attendance to the Demi Pair Coordinator after completing the training.
Student Profile Documents	Useful Information
Introduction Letter	<ul style="list-style-type: none"> • Applicants are required to write a letter in English to introduce themselves to a prospective host family. This should include their reason to become a Demi Pair in Australia and their childcare experience. • This will be sent to a prospective host family as part of the placement process.
Photo Presentation	<ul style="list-style-type: none"> • Applicants are required to create a photo presentation that represents themselves. This will be sent to a prospective host family as part of the placement process, so photos provided should be appropriate for this purpose.
Additional Documents	Useful Information
Driving licence	<ul style="list-style-type: none"> • If the applicant has a valid driving licence and is willing to drive in Australia, they will need to obtain an international driving permit (IDP) and an English translation of their licence from their home country before they come to Australia. • It is the Applicant’s responsibility to apply for and cover the cost of the permit and translation documents. • Most of our families do not require their Demi Pair to drive, but some families do, and it would be beneficial to the application. • Demi Pairs drive their host family’s car. It is the host family’s responsibility to organise and pay for the car insurance.
Childcare Qualifications	<ul style="list-style-type: none"> • If the applicant has any professional childcare qualifications, these will be valuable as part of the application. • Please send a scan of original certificate with English translation.