



AuPair Study
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AU PAIR

Study Programme Information pack

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Au Pair Programme Overview

With just over 20 years of experience, APSA has successfully grown into one of the largest Au pair agencies in Ireland and we are committed to bringing you the very best Au pair service possible.

What we provide for our Au pairs:

- 24/7 emergency phone number.
- Ongoing support and advice for our Au pairs.
- Social programme with social co-ordinator.
- Founding members of INAPA.
- Optional English classes (organised before the Au pair's arrival)



How much will the Au Pair & Study Programme cost?

Au pair options	English Class Registration fee	General English Class (4 hours per week)	Exam Classes (6 hours per week)	25 weeks Tuition (full-time classes)
Six months and over	150	115 Per month	165 Per month	+
Less than six months	200	115 Per month	165 Per month	+
		+	+	Please contact us



APSA Requires the following Documents from all Au Pairs

- An application form filled out in English
- A "Dear family" letter in English
- 2 child care references
- A medical certificate (not older than 2 months)
- A police certificate
- A copy of your passport or identity card
- A copy of your international driving licence
- 4 passport size photos
- Several pictures of the Au pair with children/Seniors
- Copy of school certificates

WE WILL PROVIDE FULL SUPPORT TO AU PAIRS REQUIRING A CHANGE OF FAMILY (IF THE FAMILY IS INDEED UNSUITABLE). CHANGE OF FAMILY USUALLY TAKES PLACE WITHIN TWO WEEKS.

PLEASE NOTE THAT IF A SITUATION ARISES WHERE THERE HAS BEEN GROSS MISCONDUCT, WHERE THE AU PAIR HAS BEEN IN BREACH OF HER CONTRACT OR THE AU PAIR IS NOT SUITABLE TO WORK IN AN AU PAIR SITUATION APSA WILL NOT FIND A REPLACEMENT FAMILY.

Placement Procedure

1. When we receive all your documents and transfers we will begin the search for a suitable family match
2. You will then receive some family offers that you can follow up on with a phone call.
3. Once you have chosen your Host Family, you then arrange times and dates of arrival with your family and send the agency your confirmed information.

We must be notified of the final date of arrival agreed by the family and the Au Pair. The Au Pair must confirm with the agency before booking her flights.



Programme options

Standard Au Pair & Study Programme and Independent Au Pair Programme

Standard

Au pairs are placed with a family in South Dublin (within walking or bus distance of the school) and take classes two evenings per week (optional).

Au pairs are encouraged to take the Cambridge exam course; however general English classes are available. Au Pairs are required to pay three months in advance.

Classes

Classes are organised by the Au Pair Study Agency Team and take place two evenings per week. The time of the classes depends on the family schedule and the level of the student.

Cambridge exam classes run over two evenings per week for a total of six classes per week and include free classes. We do encourage our students, once they achieve an intermediate level of English, to do a Cambridge Certificate examination. This gives the Au pair a challenging educational objective while also allowing the opportunity to acquire an internationally recognised English language qualification. General English courses are available for students of a lower level and run for 4 classes per week over two evenings. All Au pairs should do a pre-course assessment before arriving in Ireland and need to advise us if they wish to attend a Cambridge exam course or General English course.

The Au pair must pay for three months classes before arriving and this is NON-REFUNDABLE. Au pairs must attend class

Pocket Money

The pocket money you receive will vary depending on how many hours you are working. Each individual case is different so you must discuss this with your host family directly.

Independent

Au Pairs are placed in a family in Ireland. The Au Pair chooses her destination (e.g. Cork, Sligo etc). At the Au Pair's request, the agency can organise classes however this is not included in the programme.

Classes

Class cost will vary with each school and location.

Notes

Au Pairs may not have access to classes or the social programme. However, they will have full support from the agency head office and will receive the emergency number.



Au pair for seniors

What is an 'Au pair for a senior'?

This is an Au Pair who would have much the same duties as an Au pair for children. However, they would provide companionship for an elderly person. It is a non-medical, live-in care option for seniors, who need assistance with daily living. This is the perfect option for an Au Pair who does not have much childcare experience or who has a low level of English. Most families would like an Au Pair for a senior to supervise and report if there is a problem particularly at night time. The Au Pair for Senior's Programme can be taken with or without classes. If the Au Pair would like to take classes she needs to commit before she arrives and will be expected to stay in the classes until she leaves the family. The Au Pair for Seniors Programme is perfect for people who might have little or no experience with children but would like to join the Au Pair experience. It is also available to much older applicants as long as they are fit and healthy.

It can also work for applicants with a lower level of English.

The role of the Au Pair for a senior is mostly easier than the standard Au Pair because the emphasis is on the Au Pair providing company to the senior person which means the Au Pair will get to practice her English a lot. There are duties that the Au Pair will be expected to do to help the senior such as shopping, dusting, preparing meals etc.

This really is a great program for Au Pairs and is perfectly suitable for most applicants who are patient, tolerant and friendly. It is of paramount importance that the Au Pairs have the right personality and that they are kind and caring.

Au Pairs will receive:

A place to sleep and three meals a day (prepared by the Au Pair). They will have the opportunity to improve their English by speaking with a native speaker.

What qualifications do Au Pairs need?

Any experience in a 'care' capacity will really help. Au Pairs must have some relevant experience and/ or knowledge of how to treat and care for an elderly person. In order to avoid unsuccessful placements we require that your agency screens and interviews candidates as thoroughly as possible before sending their file. This will avoid any problems in the future. A driver's license is very helpful but not essential.

What will be expected from an Au Pair looking after a senior?

The Au Pair will have a list of duties and responsibilities. He/she will also be provided with a timetable at the beginning of the week. The primary function is to treat the senior man or woman with respect and be a companion for them. House work can be difficult for seniors so help is also needed with that.

Most families will tailor a package to suit their specific needs; below is a list of typical duties that would be expected of an Au Pair within their working hours:

- Conversation and companionship
- Organise outings such as to church, neighbours and shopping.
- Accompanying on visits to hospital or doctor appointments
- Reading to or assisting with reading
- Writing letters, birthday cards etc.
- Assist with clothing selection and personal grooming
- Answering the phone and/or taking messages
- Preparing and serving meals
- Washing and ironing of clothes and bed linen
- Vacuuming, dusting
- Care of household pets
- Grocery shopping
- Putting out the bins
- Assistance going to bed and getting up



WHAT AU PAIRS MUST AGREE:

- That you have answered all questions on your application form truthfully, honestly and to the best of your knowledge.
- That you have no prior criminal convictions.
- That you do not have any medical conditions which would affect your ability to work with children.
- Understand that you shall be expelled from the programme and must return home if you fail to abide by this agreement or programme guidelines.
- That you do not falsify any information in your application (e.g. regarding smoking, childcare experience, health, etc).
- Begin your Au Pair stay before receiving an official confirmation of placement from the Au Pair Agency Team or a proper visa.
- That you are not responsible for repeated problems with several families.
- That you have not disobeyed the laws of your host country.
- Public internet correspondence such as blogs, videos, Facebook entries, etc. which include private details of agencies or Host Families (without the permission of the Host Family or Agency) are not to be published.

- Make every effort to resolve any differences with your Host Family. If no solution can be reached and you decide to leave the family, you must agree to give advanced notice (in accordance with programme guidelines). During this time period, you will perform normal duties and receive room, board and pocket money.
- You must understand that the success of your stay depends largely on your own initiative. You must try to integrate into family life and should any problems arise, communicate openly with the family and actively seek a solution.
- Always seek the advice of the Host Family before administering any form of discipline to the children. Under no circumstances shall you hit, shake or use any other form of physical punishment on the children.
- You must discuss with your Host Family any arrangements for holiday's well in advance.
- Upon arrival in your host country, you must discuss in detail with your Host Family the daily or weekly routine and your joint expectations of the Au Pair duration. You must discuss and clarify use of the car for both private and family use, car insurance, emergency procedures, discipline and problem solving procedures.
- You must carry out your childcare and house-keeping duties with diligence (only light house-work allowed for Au Pairs). In addition to your Au Pair duties, you must agree to keep your room clean and neat and to make a fair contribution to the cleanliness of the "common areas" of your Host Family's home and to do your share in helping with family meal preparation.
- You must agree to abide by all house rules set by the Host Family (e.g. use of telephone and facilities within the home, daytime and overnight visitors, curfew, smoking, safety and security etc). During your stay you must behave in a manner, which does not reflect badly upon your Host Family, Au Pair Agencies or your home country.



Frequently asked questions

WHAT IS THE MAXIMUM AGE?

For the standard programme the maximum age is 30 years of age. However other programmes place up to 55. If you have a candidate older than 30 please contact us.

WHAT LEVEL OF ENGLISH MUST CANDIDATES HAVE ?

Au pairs must have at least pre-intermediate level.

CAN YOU PLACE MALE AU PAIRS?

Male Au pairs can be difficult to place in the standard Au pair programme and it may take a little bit longer to place them with children. An alternative may be the 'Au Pair for Seniors' Programme.

WILL THE FAMILY COLLECT THE AU PAIR AT THE AIRPORT ?

Yes. This should be arranged between the Au pair and the family.

WILL THE AU PAIR SIGN A CONTRACT ?

Yes. You will sign your terms of employment directly with your host family.

WHAT FREE TIME WILL THE AU PAIR HAVE ?

This varies with the family's schedule however the Au pair will have at least 2 full days off a week and at least one weekend off per month.

IS THERE A SOCIAL PROGRAMME IN PLACE ?

An important part of our Au Pair programme is the Social Programme. While the classes are a vital part of the Au Pair's transition into her new experience and ensures that the Au Pair makes new friends, it is just as important that he/she takes part in the Social Programme.

We have a social activity co-coordinator who organises excursions and outings during the week and weekends. The agency pays for the guide and the structure of the programme however the activities themselves must be paid for by the Au Pair. We would ask that the programme be explained to the Au Pair before he/she arrives and that it will help him/her practice their oral English, get to know Irish culture and meet new people.

WHO PAYS FOR THE SOCIAL PROGRAMME ?

Au pairs are responsible for all expenses incurred during their programme including travel expenses, classes, air fares etc.

ARE THE FAMILIES SCREENED?

All families are carefully considered and are visited before the agency will match them with an Au Pair.

WILL THE AU PAIR RECEIVE A CERTIFICATE?

Yes. Upon completion of her English course she will receive a certificate. If the Au Pair has poor attendance the director of studies may dispute her certificate.

WILL THE AU PAIR NEED TO BUY A BOOK FOR HIS/HER CLASSES ?

If the Au Pair is taking part in the standard Au Pair Programme then he/she should budget approximately 30 Euros for books and course material per level.

WHAT HAPPENS IF IT DOESN'T WORK OUT?

In the unlikely event that an Au Pair is unhappy in her family and the family is indeed unsuitable, we will make arrangements to place the Au Pair in a new family as soon as possible - usually within 2 weeks. We can only provide one change of family placement and the family placement may vary in location and programme.

DO AU PAIRS HAVE A CONTACT IN IRELAND?

Yes, we have carefully designed the Au Pair Programme so that Au Pairs are close to each other and the school. If they feel they need more information or help with any aspect of their Au Pair experience we are near by.

DO YOU HAVE AN EMERGENCY PHONE NUMBER ?

Yes.

Tel: +353 1 284 46 75

Mob: +353 83 1852207

(emergencies only!)

