



**Where your work is
often child's play.**

 **AU PAIR LINK®**
NEW ZEALAND





The warmest welcome.

For over a decade we've been flying au pairs from all corners of the world to join our loving Kiwi host families, caring for their little ones. Discover our enchanting landscapes and world-famous hospitality as you experience life in one of the world's most popular travel destinations. Working on our world-leading education programme, you'll become more than just a member of your host family, you'll also be a member of our family. **We call it the Au Pair Link family.**

Let's share the
journey together.

Absolutely Aotearoa

Famous for our stunning landscapes, lush forests and incredible wildlife, New Zealand (or Aotearoa) has quickly become one of the world's top tourist destinations, and a wonderful place to live! As a people, New Zealanders (or Kiwis) are known for their warm and vibrant personalities; we treasure our easy-going lifestyle and place a high value on relationships.

New Zealand has a temperate and sub-tropical climate. Unlike many other countries, changes in season do not bring extreme changes in the temperature - so you can enjoy 'the great outdoors' all year round in New Zealand!

Whether you love rugged alpine landscapes or sunny, white-sand beaches, New Zealand has it all! Our forests pulsate with life, playing host to an array of native flora and fauna. It is no surprise that we have become a favourite location for Hollywood film directors.

Although we're a relatively small nation (only 4.5 million people), each region of New Zealand has its own sense of local identity and character. As a multi-cultural society, we love to celebrate both our similarities and differences. It is this appreciation of diversity which has created the warm and welcoming atmosphere New Zealand has become famous for!

A typical Kiwi family has between two and three children, with the majority living in urban areas. We have families all over New Zealand, with most living in the main cities of Auckland, Wellington and Christchurch. Because New Zealand is a relatively young nation, you'll find that our families' stories draw on histories and experiences from across the world. New Zealand is a place where people from across the globe come to define their sense of self and find their place in the world.

New Zealanders are friendly, laid-back and generous people. Our sense of whānau (extended family) has created a warm and accepting environment for young travellers to share in, and there's nothing we love better than learning about where our visitors have come from and where they are going. Living with a host family for up to twelve months, you'll learn about our culture, gain experience working with everyday Kiwi kids and become a much-loved member of the whānau.

With the Au Pair Link family behind you, you'll discover that there's a lot more to New Zealand than meets the eye! On the next page you'll find a map of the areas around the country in which we operate, with a small description of what that place is like.

A wonderful adventure.

Waikato

A must for any fans of Tolkien! From caving to glow-worms, little Hobbit houses to surfing, Hamilton/Waikato offers an abundance of magical experiences to its visitors. Discover the natural beauty of stalactites and stalagmites, illuminated by glow worms. For those seeking an adrenaline rush, the local blackwater rafting is not to be missed!

Taranaki

Referred to by locals as “The Naki”, the west coast of the North Island rests under the watchful eye of Mt Taranaki. Areas of lush forest often lead to vast ocean views, and with plenty of local activities only a stone’s throw away, there’s no shortage of opportunities to explore this awe-inspiring region.

Auckland

Auckland is the country’s largest and most populated region. Surrounded by the crystal clear waters, the city is like a big playground, offering something special whether you’re after relaxation, excitement, or both! It’s also where you can find the Au Pair Link office.

Bay of Plenty

Fondly known as “The BOP”, the Bay of Plenty is a large indentation on the northern coast of the North Island. It stretches from the beautiful Coromandel Peninsula, some 260km of open coastline, and down to the lakes of the Central North Island.. This is certainly one of the most popular places for au pairs looking to visit New Zealand escape the big city bustle back home!

Wairarapa

Discover your love for wine in the beautiful city of Wairarapa. Made up of 5 amazing towns, Martinborough, Featherston, Greytown, Carterton and Masterton, you’ll find yourself absorbed in the beauty of the culture. Wairarapa is the place to taste renowned pinot noir, meet a rare white kiwi, indulge in Greytown’s art galleries and antique stores as well as enjoying a quiet walk through Queen Elizabeth Park!

Wellington

Our capital city, Wellington is the home to New Zealand politics, but offers plenty of cultural highlights to enjoy, from the city’s art galleries and museums, to the city’s multitude of cafés and restaurants. As the North Island’s most southern city, Wellington offers easy access to the South Island, only a ferry ride away!

Christchurch

No. 2 on the New York Times’ 52 Places to Go in 2014, Christchurch, or “The Garden City” is a vibrant, ever-changing city. Surrounded by the iconic Southern Alps, the city offers a range of activities. After a major earthquake in 2011, Christchurch is on an exciting journey to become one of the world’s most innovative and modern cities.





To one family, you're a superstar.

As an au pair with Au Pair Link, your childcare skills and knowledge will bloom working on our early learning programme, based on the New Zealand Early Childhood Education curriculum. Caring for at least one child under five years old, we provide you with everything to make sure your little ones are literally having the time of their life!

Our team of Programme Managers are all qualified early childhood teachers, and are dedicated to supporting you while you're here. That includes a monthly visit to your host family's home, as well as weekly activities with other au pairs and their children, educational resources, and more!

The name of New Zealand's early childhood curriculum is Te Whāriki. Translated as 'the woven mat' from Māori (New Zealand's indigenous language, known as Te Reo Māori), it covers the education of all New Zealand children from birth to school age. Together, we'll weave a series of learning experiences into your children's daily routine, helping them:

- Be curious
- Develop their natural interests
- Persist with difficulty and problem-solving
- Express their ideas through creativity, and
- Take responsibility.

You'll relish in seeing the children develop into happy, healthy and confident young learners. By creating daily learning experiences which focus on your child's individual personality and interests, Te Whāriki provides you with a foundation on which to build some amazing learning experiences while you are here.

Together, we'll work together to weave a learning story for the children you care for (who are under five years of age). Over the next two pages, you'll see how we pull the strands of Te Whāriki together, creating experiences which enrich children's understanding of the world around them, and their place in it.

Beautiful.

The learning journey

Supported by Au Pair Link's qualified early childhood teachers, you'll help children under five discover their place in the world through experiences which create the child's learning journey.

We create opportunities for au pairs to explore learning opportunities with their children, enriched through the lens of your own culture.



Playgroups

We run weekly playgroups in all of our regions, and in some cases multiple groups each week (we currently have five weekly playgroups in Auckland!). Playgroups give you the opportunity to bring children to different sessions and meet new friends. They also provide an informal time for you to catch up with your Programme Manager and seek any extra support that may be required from us. We often have themed playgroups, and love seeing all the children running around in their costumes, singing songs and sharing story time together.

Regular home visits

We employ Programme Managers who are all qualified early childhood teachers to work with you, catching up with you at home each month and ensuring you and the children are feeling happy and comfortable in your placement. These meetings are important, as it gives us precious time to ensure you're all up to date with learning stories and your Communication Book entries. This one-on-one time gives you a chance to raise any issues with your Programme Manager. We're always there to make sure you're having a great placement!



Au pair & child events

We like you and the children to explore your local community through our regular events. At least once a month we send out an invite to a local event such as going to the zoo, a farm, the fire station or a beach - where children can discover the world around them together. With our close-knit network of *au pairs* and educators in tow, it's not unusual to hear children naming their favourite animals in German or asking their local baker about *pain au chocolat*!

Learning timeline

As educators, you will have access to an interactive 'learning timeline' for each child under five in your care. The timeline is a place you can post photos, learning stories, journal entries and other memorable moments to share with your host parents. Host families and Programme Managers can also post comments and feedback to support the au pair during their placement. This is a great way to share your experience with family and friends, securely!

Professional Learning

We offer you our on-going childcare training and support, right from the moment you arrive at our orientation course. In addition, we organise regular professional learning sessions for you and your host parents, conducted by our Programme Managers or guest speakers. These are a fantastic opportunity to learn more about childcare, nutrition, positive behaviour techniques, and so much more!

Communication Books & Child Portfolios

We provide each child under five with an individual *Child Portfolio* which records their progress and development through a series of learning stories, written by you, their loving au pair! These often become a treasured item for you and the children, as a memento of your time together. Similarly, our *Communication Book* helps you to establish a dialogue with your host family about the children's needs, to ensure their day-to-day care requirements are being met.

Educational resources

We have a great range of free educational resources (books, music, toys) and resource kits for our au pair to explore with the children. Whether your child is interested in art, music, dinosaurs or creepy-crawlies, our kits are designed to fill your child's mind with curiosity about the world around them. We even provide online learning tools and literacy and numeracy kits for children who are transitioning to school.



Au Pair 123

Our most popular programme, for au pairs working with at least one child under five.

Au Pair 123 is our core au pair programme, licensed by New Zealand's Ministry of Education and the first programme of its kind in the world! The programme offers you the opportunity to learn about professional childcare techniques, helping children to discover and explore their own unique skills and interests. We link you with a Programme Manager who supports you throughout the placement term. On the Au Pair 123 programme, you'll attend our weekly playgroups, activities and events, get monthly visits from your Programme Manager, as well as access to our range of educational resource kits - always good for a rainy day! We also organise regular professional learning workshops for you to attend, aiding the growth of your own understanding of children and childcare.

- **Work 30-45 hours per week**
- **Earn \$200-\$250 per week**
- **Stay for 6-12 months**
- **Min. 200 hours childcare experience**
- **Completion bonus of up to \$1,040**
- **Free room and board - rent, bills and food taken care of**
- **Monthly visit from a qualified early childhood education teacher**
- **Weekly playgroups, activities and events with other local au pairs and their children**
- **Rematch guarantee.***

† The Rematch guarantee does not guarantee a placement within a specified or preferred region.



Au Pair Whiz

Our early childhood programme for qualified or highly experienced candidates.

Whether you're a qualified kindergarten teacher, children's nurse or have previously worked as an au pair for twelve months, our Au Pair Whiz candidates bring world-class childcare experience into the homes of Kiwi families. Providing an opportunity to truly master your skills in a sole charge early childhood position, the Au Pair Whiz programme pays a higher weekly wage, in recognition of the specialist knowledge that comes with study and experience. As well as one-on-one support (including a monthly visit) from your Programme Manager, you're invited to join weekly playgroups, outings and events, childcare workshops and learning resources. Au Pair Whiz is the only au pair programme in New Zealand that rewards and recognises candidates' childcare qualifications or experience, providing a springboard to an exciting career in early learning!

- Work 30-45 hours per week
- Earn \$295-\$355 per week
- Stay for 6-12 months
- Min. one year's full time experience with children under five or an early childhood education degree diploma and a min 6 months' experience with children under five
- Completion bonus of up to \$1,040
- Free room and board - rent, bills and food taken care of
- Monthly visit from a qualified early childhood education teacher
- Weekly playgroups, activities and events with other local au pairs and their children
- Rematch guarantee.*



Au Pair Assist

Our short-term placement option for candidates already in New Zealand.

On the Au Pair Assist programme we can link you with a host family looking for an au pair to join them immediately. You'll work with at least one child under five and receive all the benefits of our long-term educational programmes. That means you'll have support from a fully qualified early childhood education teacher and have access to our weekly playgroups, outings and childcare training workshops. Our Au Pair Assist programme is a great way to find short-term work if you're already in New Zealand, but if you're looking for something a bit more permanent our Au Pair 123 programme could be right for you. Au Pair Assist is ideal for enthusiastic working travellers who want a rewarding short-term job before continuing on their travels.

The Au Pair Assist programme is only available in Au Pair Link licensed regions. Please see page 5 for more information.

- Work 25-45 hours per week
- Earn \$200-\$250 per week
- Stay for 3-4 months
- Min. 200 hours childcare experience
- Free room and board - rent, bills and food taken care of
- Monthly visit from a qualified early childhood education teacher
- Regular local coffee groups and access to our weekly playgroups, au pair and child outings, activities and events
- Rematch guarantee.



Au Pair Mate

Our option for families who have children already at school but need an extra pair of hands to help out from a “big sister or brother.”

Au Pair Mate is a programme for families who really need someone who can help out mainly in the mornings and afternoons as all of the children are over 5. They need someone who can help out with the school drop offs and pick ups, someone who can be there to help with homework or activities in the evening and be more of a big brother or sister than a care provider. This is the perfect opportunity for you to build a relationship with your Kiwi family, creating special memories that will last a lifetime. Because the children are at school during the day it also means that you have time to discover more of New Zealand and what it has to offer.

- **Work 25-45 hours per week**
- **Earn \$200-\$250 per week**
- **Stay for 6-12 months**
- **Min. 200 hours childcare experience**
- **Completion bonus of up to \$1,040**
- **Free room and board - rent, bills and food taken care of**
- **Activities and events with other local au pairs and their children during the school holidays**
- **Au pair only events in your area to give you the chance to explore and meet new friends**
- **Rematch guarantee.***

† The Rematch guarantee does not guarantee a placement within a specified or preferred region.



Programme requirements

To be an au pair in New Zealand, we'll need to make sure you meet our programme requirements (for example, you'll need a degree or diploma in ECE to qualify for our Au Pair Whiz programme). In order to qualify for any of our au pair jobs, you'll need to:

- Be aged between 18-30 years
- Have a valid driver's licence
- Speak English to a good standard
- Meet New Zealand visa requirements
- Have a clean police and medical record
- Want to spend 3-12 months living with a host family in New Zealand!

Compare our programmes

Programme benefit	Au Pair 123	Au Pair Whiz	Au Pair Assist*	Au Pair Mate
Hours work per week	30-45	30-45	25-45	25-45
Net weekly wage (NZD)	\$210-\$250	\$295-\$355	\$210-\$250	\$210-\$250
Placement term	6-12 months	6-12 months	3-4 months	6-12 months
Completion bonus	\$20 per week	\$20 per week	\$20 per week	\$20 per week
Children under 5 years childcare exp. required	> 200 hours	ECE degree/ diploma + 6 months experience with under 5s or 1 year full time experience with under 5s	> 200 hours	> 200 hours
Age of children	At least one under 5 years	At least one under 5 years	At least one under 5 years	All school aged children
Educational support from Au Pair Link	Yes	Yes	Yes	No
Monthly visit	Yes	Yes	Yes	No
Placement guarantee [†]	3 months	3 months	1 month	3 months
Orientation course incl. child first aid	Yes	Yes	Yes	Yes

If you have any questions regarding whether you qualify to join our programmes, or whether a particular type of experience you have will qualify towards the total required amount, we're always available to help. Simply contact your Candidate Manager with any questions you have!

* The Au Pair Assist programme is only available in Au Pair Link licensed regions. Please see page 5 for more information.

† The Placement guarantee does not guarantee a placement within a specified or preferred region.

About the job

As an au pair, your primary duty is, of course, to care for your host family's child (or children!). Au pairs caring for little ones enrolled in our Au Pair 123 or Au Pair Whiz programmes are required to participate in our home early learning programme, which includes attending our playgroups, activities, and events, as well as recording important developmental milestones in the form of monthly learning stories or daily journal entries.

Other general au pair responsibilities include

- Waking the children and helping them to get dressed
- Washing and organising the child's clothes and bedding
- Preparing the children's meals and helping them make healthy food choices
- General household cleaning related to the children
- Understanding each child's routines and ensuring interactions are caring, calm and responsive
- Helping the children to care for their belongings, and encouraging them to tidy after playtime
- Developing the children's interests and understand through learning experiences at home and in the community
- Ensuring the host family's rules and routines are followed
- Being mindful of any potential hazards the children might encounter, and ensuring their close supervision at all times.

Responsibilities as an early childhood educator

- Attending our regular playgroups, activities and events
- Daily entries into the *Communications Book* or *Programme Journal*
- Writing learning stories for each child under five's Portfolio and Timeline
- Seeking support from your Programme Manager or PORSE Programme Tutor
- Attending professional learning sessions run by Au Pair Link or PORSE
- Positive interactions with the children

How much will you be paid?

The table below breaks down the wage structure for each of our au pair programmes (please note all figures are expressed in New Zealand Dollars). Because Au Pair 123 and Au Pair Whiz participants are required to have greater hours of previous childcare experience, and work on a government-licensed programme, a higher weekly wage is paid than on our Au Pair Assist programme (only available to local candidates).

Weekly hours	Au Pair 123	Au Pair Whiz	Au Pair Assist*	Au Pair Mate
25	-	-	\$200	\$200
30	\$210	\$295	\$210	\$210
35	\$220	\$315	\$220	\$220
40	\$230	\$335	\$230	\$230
45	\$250	\$355	\$250	\$250

The completion bonus

Your host family will also pay you a completion bonus, in recognition of a successful placement term. The completion bonus is \$20 NZD net per week and is prorated over the length of the originally agreed placement term. For example, for a twelve month placement, the net completion bonus is \$1,040 NZD (\$20 NZD x 52 weeks). The completion bonus is paid to you at the end of a placement, and is only payable on completion of the original placement term agreed. This is a great way to boost your funds for a bit of travel at the end of your placement!

Our au pair and host family contract

With Au Pair Link, we ensure all of our au pairs are protected by New Zealand employment law. You'll typically enter New Zealand on a working holiday visa; as there is no specific visa for foreign workers as in other countries, for example the United States' J-1 visa.

Anyone working on a working holiday visa enjoys the same rights and benefits as any other employee in New Zealand, and conversely we require our host families to comply with our Employment Relations Act and other employment laws including the Holidays Act, the Minimum Wage Act, and the Health & Safety in Employment Act.

As part of our commitment to ensuring au pairs are treated fairly, we provide a template Individual Employment Agreement that define the terms of the au pair's employment during their placement term. Having a contract in place is extremely beneficial to au pairs and families alike, as it helps to protect their legal rights. Our Employment Agreement outlines the following aspects of the relationship:

- **Holiday pay, sick leave and annual leave benefits** - au pairs can feel safe in the knowledge they will receive paid holidays and have the ability to take annual leave as agreed with their host family.
- **Health and safety** - these requirements ensure au pairs follow the correct health and safety processes in the family home, as well as reporting accidents and potential hazards, ensuring a safe working environment for the au pair.
- **Termination of agreement** - au pairs and families can feel secure in the knowledge that if an issue or dispute, there is a resolution policy and procedure to ensure any disagreement is resolved fairly and efficiently.

* The Au Pair Assist programme is only available in Au Pair Link licensed regions. Please see page 5 for more information.





Orientation

Our three day Orientation means you can meet new friends and relax before joining your whānau..

After a long international flight, many au pairs experience a stretch of jetlag, as well as some initial culture shock. Our orientation course is mandatory for all international arrivals and is designed to help you adjust to a new time zone, as well as receive valuable childcare training and information.

Orientation begins on Wednesday afternoon with a laid back meet and greet session (most au pairs head straight to bed afterwards!), with Thursday covering everything you need to know with regards to our programmes, the support available, and other important information to help your placement start on the right foot.

On Friday we also run a very popular tour of Auckland City. You will see Mount Eden, the Harbour Bridge, Sky Tower and more! The tour also includes lunch at Ristorante Andrea, set against the tranquil backdrop of one of the city's most popular beaches, Mission Bay.

- **2 nights' accommodation* in Central Auckland (incl. all meals)**
- **Introduction to being an au pair incl. ways to deal with culture shock**
- **Child First Aid course run by St Johns and theoretical driving lessons**
- **Childcare lessons conducted by a qualified ECE teacher**
- **Information around programme expectations and responsibilities as an employee**
- **Comprehensive online training modules before you arrive in New Zealand**

It's all taken care of

Put simply, we help you take care of everything you need to become an au pair in New Zealand! That includes flights, insurance, and even assistance with organising your working holiday visa (although this needs to be applied and paid for by you). Through our partnership with STA Travel, we're able to make the whole process simple and easy, so you can focus on preparing for the good times ahead!

Getting to New Zealand

STA Travel is a global travel specialist with over thirty years' experience helping students, teachers and young people travel the world. STA Travel has a global presence, with hundreds of retail locations worldwide, sending over six million travellers away each year.

The benefits of booking travel with us

- Peace of mind - we make sure you're booked on the right flights, and that you arrive in New Zealand in time for our orientation course.
- The right advice - we make sure you get the right level of insurance, and assist you in applying for your working holiday visa.
- We make it easy - by finding the best flight and travel route to New Zealand.
- Share the experience - we book flights so you can travel with other au pairs on their way to New Zealand. It's safer, not to mention a lot more fun!

Most au pairs travel to New Zealand on a working holiday visa. While this application needs to be submitted by the individual applying, we're able to provide the best advice and ensure eligibility for the scheme through our series of step-by-step guides and other pre-departure resources.

Our travel insurance package

It's necessary for au pairs visiting New Zealand to book travel insurance for the duration of their stay. Working alongside Cover-More Travel Insurance, we provide a sense of security in the case of any unforeseen medical expenses, accidents or lost/stolen property during the placement term. Below is a list of benefits included in Cover-More's Essentials insurance policy:

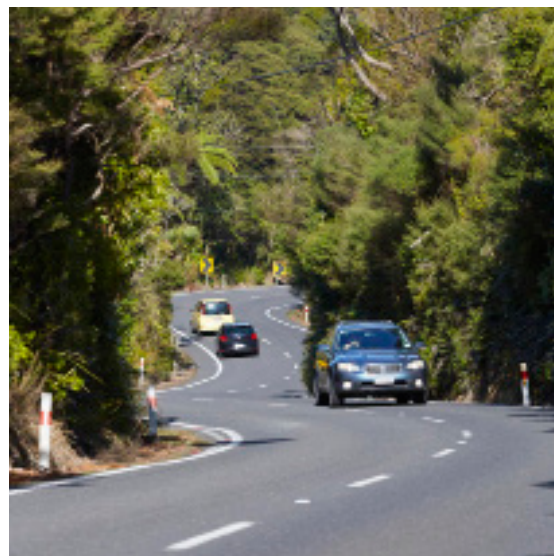
- Medical and dental expenses
- Additional expenses (sickness, injury, natural disasters)
- Amendment/cancellation costs (dependent on responsibility)
- Luggage and travel documents (loss, theft or damage)
- Money (loss or theft)
- Adventure activities - abseiling, bungy, parachuting, etc.
- Travel delay (accommodation where flight delays exceed six hours)

- Skiing/snowboarding
- Motorcycle/moped riding
- Rental car excess (extra cost).

Please note, a \$100 NZD excess applies to all claims under the *Your Cover* standard insurance package.

New Zealand's working holiday visa

Applying for a working holiday visa is an important component of the application process, and one that must be completed by the candidate. While we can provide some assistance, it is the applicant's responsibility to pay and secure their visa. Payment of \$165 NZD is made directly to Immigration New Zealand. The visa is free for candidates applying from the United States.



Our programme fee

Typically au pairs are required to pay a programme fee, which includes round trip flights and our *Cover-More Essentials* insurance package. The fee is based on departure from the international airports listed below. Because air travel prices are prone to fluctuation, we encourage candidates to liaise with our travel bookings team to ensure they receive the best prices for travel to New Zealand.

Our international departure ports are:

- **Europe** - London, Paris, Lyon, Stockholm, Copenhagen, Oslo, Amsterdam, Gothenburg, Aalborg, Billund, and Frankfurt
- **America** - Los Angeles, New York, Washington DC, Boston, Chicago, Miami, Dallas, Houston, San Francisco, Seattle, Fort Lauderdale (ex LAX) - domestic one way flight to LAX is included.
- **Canada** - Toronto, Vancouver
- **South America** - São Paulo
- **Asia** - Bangkok, Beijing, Shanghai and Hong Kong
- **Australia** - Sydney, Melbourne and Brisbane.



Cover-More
TRAVEL INSURANCE

Where to now?

Visit **aupairlink.co.nz** and complete our Initial Application Form.

One of our friendly Candidate Managers contacts you with information about any documents we need from you to complete your application.

Upload your childcare references, police checks and any other supporting documents to your online profile (created when you apply).

You complete your online application with information about your background including childcare experience and a *Dear Host Family* letter introducing yourself to potential host families.

Once your profile has reached 100% completion, you can send smiles to families you like on our online job portal, and be able to start speaking with families who want to interview you!

Arrive in Auckland and attend our orientation course in Central Auckland







www.aupairlink.co.nz

JOIN OUR FAMILY



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