

CONSTITUTION DU DOSSIER DEMI-PAIR A SYDNEY

Tout votre dossier doit être écrit à l'encre noire et de façon très lisible. Pensez qu'il sera photocopié, faxé, et remis entre les mains de votre future famille d'accueil... Il doit être bref, clair et précis, mais également attrayant et personnel !

- La fiche d'inscription ALC (« Enrolment Form ») et la fiche « Student Application Form », à remplir entièrement en anglais et à l'encre noire.
- 1 photo d'identité souriante, naturelle, d'excellente présentation
- Minimum de 6 photos de vous en famille (2), avec les enfants dont vous avez eu la garde (3), avec vos amis (1). N'hésitez pas à faire preuve de créativité !
- Lettre de présentation rédigée en anglais, à l'attention de votre famille d'accueil.

Pensez à personnaliser cette lettre, en évoquant d'une part votre personnalité, votre famille, vos goûts, vos loisirs et d'autre part vos motivations pour ce séjour.

- Minimum 2 références de garde d'enfants détaillées (Childcare Reference): à faire remplir par une personne qui vous a confié un enfant.
- Minimum 1 lettre de moralité (Character Reference): à faire remplir par une personne apte à parler de votre « bonne moralité », employeur ou professeur.

*Chaque de ces références doit obligatoirement comporter le nom, adresse et téléphone des signataires et être accompagnée d'une traduction **en anglais**.*

- Extrait de casier judiciaire, faire votre demande par internet sur le site : www.cjn.justice.gouv.fr/b3/ datant de moins de 3 mois
- Un certificat médical récent : utiliser la fiche Certificat Médical
- Photocopie de votre dernier diplôme obtenu, passeport et permis de conduire.
- Frais associatifs : 90 € de frais d'adhésion et 110 € de frais de cotisations

ANOTER : *Nous vous demandons de nous faire parvenir deux chèques, l'un de 90 euros qui correspond aux frais d'adhésion, non remboursable, et encaissé lors du dépôt de votre dossier, l'autre de 110 euros qui sera encaissé lors de votre placement dans la famille d'accueil.*

Si vous en possédez, n'hésitez pas à ajouter des photocopies de BAFA, brevet de secourisme, etc.... Merci de ne pas nous adresser de dossiers incomplets ou ne répondant pas aux conditions énumérées ci-dessus. Ne procédez à aucune réservation de transport et ne partez pas avant d'avoir reçu l'accord explicite de la famille d'accueil, votre offre de placement et les coordonnées de votre bureau correspondant.

N'OUBLIEZ PAS QUE DE LA QUALITE DE VOTRE DOSSIER VA DEPENDRE DE L'EFFICACITE DE VOTRE PLACEMENT !

Access Language Centre

DEMI PAIR PROGRAM

Student application form



PERSONAL DETAILS

Name:			
Address, Email, Skype ID:			
Date of Birth:		Ph Number:	
Passport No:		Nationality:	
Current Occupation:		Religion:	

Have you ever been convicted of a crime?

YES NO

If yes please explain:

Do you smoke? (A dishonest answer might result in placement termination.)

YES NO

Do you suffer from allergies?

YES NO

If yes please explain:

Do you take any drugs or medication?

YES NO

If yes please explain:

Do you have a first aid certificate?

YES NO

If yes, when does it expire?

Do you have a nose stud or ring, multiple earrings, tongue stud, eyebrow stud, visible tattoos or dreadlocks? Details:

Applicants Initials: _____

Have you got any dietary requirements? Please tick where applicable:

Vegetarian No meat No Fish/Seafood No dairy No gluten

Please note you might have to prepare food for the family/children.

Do you drink alcohol? Never Socially Regularly Glass/week

What Languages do you speak?

How long will you stay in Australia for?

AVAILABILITY

Course Start Date:

Course Length:

PREFERENCES

I prefer children

< 1 year 1-3 years 3-6 years 6-10 years 10+ years

I would like to look after 1 2 3 4

Please note these are only preferences and cannot be guaranteed in a placement.

I am willing to work with

A single mother A single father A home with pets

Applicants Initials: _____

QUALIFICATIONS

I have knowledge of life saving: YES NO

I have knowledge of CPR (Cardiopulmonary Resuscitation): YES NO

I have knowledge of First Aid: YES NO

EXPERIENCE

Please tick the age of groups in which you have had actual childcare experience:

0-12 months 1-2 years 2-5 years 6-8 years 10+ years

My experience in childcare covers:

I have most experience with children aged:

Newborns Up to 1 year 1-3 years 3-6 years 6-10 years
 10+ years Children with disabilities

I have been overseas as Au Pair Mother's help Nanny

I have lived away from home for _____ months/years.

Applicants Initials: _____

DOMESTIC SKILLS

Please indicate which duties you are capable of undertaking:

Cleaning bathrooms	<input type="checkbox"/>	Ironing	<input type="checkbox"/>
Cleaning kitchen	<input type="checkbox"/>	Light cooking (meal preparation)	<input type="checkbox"/>
Dusting	<input type="checkbox"/>	Baby cooking	<input type="checkbox"/>
Vacuuming	<input type="checkbox"/>	Bathing children	<input type="checkbox"/>
Making Beds	<input type="checkbox"/>	Playing with children & supervision	<input type="checkbox"/>
Clothes Washing	<input type="checkbox"/>	Dog walking	<input type="checkbox"/>

EMPLOYMENT RECORD

Please describe your last three positions, including duties, approximate working hours, length of period of employment and reasons for leaving.

1)

2)

3)

Applicants Initials: _____

HOBBIES & INTERESTS

My hobbies & interests are:

I can Play an instrument Swim Ride a horse Ride a bicycle

I have had a driver's licence since _____ And I can drive:

Manual Car

YES NO
YES NO

Automatic Car

I have experience driving a car in:

The city Rural areas Highway Snow At night

Have you ever had an accident?

YES NO

If yes please provide details:

Have you ever made a traffic violation (other than parking)?

YES NO

If yes please provide details:

YES NO

Applicants Initials: _____

Has your driver's licence ever been suspended or revoked?

If yes please provide details:

Are you willing to drive in Australia?

YES NO

Please note that there is left-hand traffic in Australia!

HEALTH DECLARATION

I would describe my health as:

Excellent Very good Good Poor

I have been treated for the following conditions:

Do you have any dietary requirements?

Do you have any health problems, which may affect your ability to perform your duties efficiently?

Have you had the usual childhood ailments (Measles, mumps, chicken pox) or immunization against them?

YES NO

Applicants Initials: _____

PERSONALITY PROFILE

The main reason why I should be considered for employment is:

My friends would describe me as:

My previous employers would describe me as:

My strongest character points is:

Points I would like to improve are:

Applicants Initials: _____



Your Privacy;

Access Language Centre is committed to handling your personal information in accordance with the Privacy Amendment (Private Sector) Act 2000.

Any personal information that we request from you in your application will be used by Access Language Centre and/or our chosen representative to assist us in our provision of education, accommodation, work placement, pastoral and counseling services and will not be passed on to any agency not directly involved with Access Language Centre for these purposes.

Signature

**Print
Name**

Date

Applicants Initials: _____

CHILD CARE REFERENCE

N'oubliez pas de traduire les réponses en anglais !

□ Informations générales:

- ☞ **Nom du candidat :** _____
Name of the applicant
- ☞ **Comment et quand avez-vous connu le candidat ?** _____
How and since how long have you known her/him ? _____
- ☞ **De quand à quand le candidat s'est-il occupé du/des enfant(s) ?** _____
For how long have you employed the applicant ? _____
- ☞ **De combien d'enfant(s) s'occupait-elle/il et quel âge avai(en)t-il(s) ?** _____
How many children was the applicant responsible for and how old were they? _____
- ☞ **A quelle fréquence s'occupait-elle/il du/des enfant(s) ?** _____
How often does/did the applicant care for these children _____

□ Le travail du candidat :

- ☞ **Expliquez les tâches qu'elle/il devait accomplir ?**
- _____
- _____
- _____
- _____

Please explain the applicant's duties:

- ☞ **Décrivez le type d'activités organisées par le candidat pour occuper les enfants.**
- _____
- _____
- _____

Describe the kind of activities the applicant has organised for the children

□ **La Personnalité du candidat :**

☞ **Comment décririez-vous le candidat avec les enfants ? Veuillez utiliser une échelle de 1 à 5 (1: faible /2: sous la moyenne /3: satisfaisant /4: très bien /5: excellent)**
How would you describe the applicant with the children ? Please fill in according to a scale of 1 – 5 (1: poor /2: below average /3: satisfactory /4:good /5: perfect)

Amour des enfants : <i>Love for children :</i> _____	Compréhension des enfants : <i>Understanding of children:</i> _____	Responsabilité et maturité : <i>Responsibility:</i> _____
Flexibilité et adaptabilité : <i>Flexibility:</i> _____	Ponctualité : <i>Punctuality:</i> _____	Honnêteté : <i>Honesty:</i> _____
Capacité à travailler avec les adultes : <i>Ability to work with adult:</i> _____	Sens de l'organisation : <i>Organisation:</i> _____	De confiance : <i>Reliable:</i> _____

☞ **Donnez votre opinion sur la capacité du candidat à s'adapter à de nouvelles situations, au stress, choc de cultures, etc.**

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock, etc.

Nom du référent : <i>Name of the referee:</i>		Profession :	
Adresse :			
Tél perso.:	Tél pro. :	Mobile :	
Date :		Signature :	

CHILD CARE REFERENCE

N'oubliez pas de traduire les réponses en anglais !

□ Informations générales:

- ☞ **Nom du candidat :** _____
Name of the applicant
- ☞ **Comment et quand avez-vous connu le candidat ?** _____
How and since how long have you known her/him ? _____
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For how long have you employed the applicant ? _____
- ☞ **De combien d'enfant(s) s'occupait-elle/il et quel âge avai(en)t-il(s) ?** _____
How many children was the applicant responsible for and how old were they? _____
- ☞ **A quelle fréquence s'occupait-elle/il du/des enfant(s) ?** _____
How often does/did the applicant care for these children _____

□ Le travail du candidat :

- ☞ **Expliquez les tâches qu'elle/il devait accomplir ?**
- _____
- _____
- _____
- _____

Please explain the applicant's duties:

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- _____
- _____
- _____

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Amour des enfants : <i>Love for children :</i>	_____	Compréhension des enfants : <i>Understanding of children:</i>	_____	Responsabilité et maturité : <i>Responsibility:</i>	_____
Flexibilité et adaptabilité : <i>Flexibility:</i>	_____	Ponctualité : <i>Punctuality:</i>	_____	Honnêteté : <i>Honesty:</i>	_____
Capacité à travailler avec les adultes : <i>Ability to work with adult:</i>	_____	Sens de l'organisation : <i>Organisation:</i>	_____	De confiance : <i>Reliable:</i>	_____

☞ **Donnez votre opinion sur la capacité du candidat à s'adapter à de nouvelles situations, au stress, choc de cultures, etc.**


Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock, etc.


Nom du référent : <i>Name of the referee:</i>		Profession :	
Adresse :			
Tél perso.:	Tél pro. :	Mobile :	
Date :		Signature :	



CHARACTER REFERENCE

N'oubliez pas de traduire les réponses en anglais !

 **Nom du candidat :** _____
Applicant's name:

 **Avez-vous un lien de parenté avec le candidat ?**
Are you related to the applicant? Yes No

 **Comment et quand avez-vous connu le candidat?**

How and since how long have you known her/him?

 **Recommanderiez-vous le candidat pour un placement au pair ? Pourquoi ?**

Would you recommend the applicant as an au pair? Why?

 **Comment décririez-vous le candidat ? Veuillez utiliser une échelle de 1 à 5 (1 : faible /2: sous la moyenne /3 : satisfaisant /4 : très bien /5 : excellent)**

How would you describe the applicant ? Please fill in according to a scale of 1 – 5 (1: poor /2: below average /3: satisfactory /4:good /5: perfect)

De confiance : <i>Reliable :</i> _____	Capacité de communication : <i>Communication skills :</i> _____	Responsabilité et maturité : <i>Responsibility :</i> _____
Flexibilité et adaptabilité : <i>Flexibility :</i> _____	Ponctualité : <i>Punctuality :</i> _____	Honnêteté : <i>Honesty :</i> _____

 **Donnez votre opinion sur la capacité du candidat à s'adapter à de nouvelles situations, au stress, choc de cultures, etc.**

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock, etc.

 **Autres commentaires**

Other comments

Nom du référent : <i>Name of the referee :</i>		Profession :	
Adresse :			
Tél perso.:	Tél pro. :		Mobile :
Date :		Signature :	

**CERTIFICAT MEDICAL /
MEDICAL FORM**

Nom du patient
Applicant's name /

.....

Né(e) / Born
...../...../.....

Sexe / Sex
.....

Taille / Height
.....

Poids / Weight
.....

1. **Est-ce que le/la patient(e) a, ou a déjà eu une des maladies suivantes ?**
Does the applicant now have or has he/she ever had any of the following diseases?

	Yes	No		Yes	No
Allergies / Allergies	<input type="checkbox"/>	<input type="checkbox"/>	Boulimie / Bulimia	<input type="checkbox"/>	<input type="checkbox"/>
Si oui, quel type / If yes, what type		Diabète / Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Anorexie / Anorexia	<input type="checkbox"/>	<input type="checkbox"/>	Hépatite / Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>
Asthme / Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Si oui, quel type / If yes, what type	

2. **Est-ce que le/la patient(e) a déjà été hospitalisé ?** Oui / Yes Non / No
Has the applicant ever been hospitalized?
Si oui, expliquez pourquoi / If yes, please explain:

.....
.....

3. **Est-ce que le/la patient(e) est sous traitement (autre que la pilule contraceptive) ?**
Is the applicant taking any medications? Oui / Yes Non / No
Si oui, expliquez / If yes, please explain:

.....
.....

Date / Date:.....

Lieu / Place:.....

Signature du docteur / Doctor's signature:.....

Access Language Centre

DEMI PAIR PROGRAM

Terms & Conditions



A) Demi Pair Application

I confirm that I have answered all questions honestly and that all information in the application, resume, introduction letter and references is true and correct. I shall notify Access Language Centre immediately if there are any changes to the information included in my application.

I understand that if my level of English proves to be different from the results of the entry test, I will not be accepted into the program or I may be asked to undertake additional English lessons at my own expense and also pay for additional accommodation until my English level is suitable for the Demi Pair Program.

I will familiarise myself with all Demi Pair Program guidelines and conditions, in particular those regarding the number and distribution of working hours, duties, free time, holidays, language course, transportation costs, insurance and the termination of my Demi Pair Program with the family.

If Access Language Centre receives my full application at least THREE (3) MONTHS prior to my arrival, Access Language Centre will be responsible for a maximum of two weeks additional homestay costs (but not student living expenses) after the first two weeks until a Demi Pair family is confirmed. If Access Language Centre receives my full application less than THREE (3) MONTHS prior to my arrival, I understand that I will have to pay for homestay or alternative accommodation until a Demi Pair family is confirmed.

Signature: _____

B) Demi Pair Placement Fee, Homestay Deposit And Demi Pair 'Damage Deposit' Bond

I understand that Access Language Centre will not begin recruiting a Demi Pair family until full payment has been finalised.

I agree to pay a \$400 placement fee, which ensures one (1) Demi Pair family placement.

I agree to accept the family placement given to me by Access Language Centre. If I refuse a placement, I agree that I will be required to pay another \$400 placement fee. I understand that this decision is on the basis that the family arranged has been found suitable by Access Language Centre and fulfils the family requirements.

I understand that Access Language Centre is responsible for one (1) Demi Pair family placement. The placement fee is non-refundable in all circumstances.

I understand that I have to pay for two weeks of homestay (\$580 homestay deposit) as part of my program. This will be refunded two weeks after arrival if not used.

I understand that I must pay all travelling costs to and from the homestay, including from the homestay family to the Demi Pair family.

I agree to pay a \$300 'Damage Deposit', previously known as the Demi Pair Bond. Access Language Centre holds this money, on behalf of your Demi Pair family and it is released back to you at the discretion of the Demi Pair family at the end of your placement. This deposit is used if you break anything in the family home or damage the family's property or belongings.

I agree to pay this bond before my arrival in Australia as part of my application.

Signature: _____

C) Living With Your Demi Pair Family

I agree to abide by all the house rules set out by the Demi Pair family (i.e. use of telephone and Internet facilities, daytime or overnight visitors, curfew, smoking etc.). During my stay, I shall behave in a manner, which does not reflect badly upon my Demi Pair family, Access Language Centre and my home country.

I shall carry out all childcare and housekeeping duties with diligence. In addition, I agree to keep my room and bathroom clean and neat and to make a fair contribution to the cleanliness of the "common areas" of my family's home (i.e. kitchen, lounge room etc.).

I shall seek the advice of the Demi Pair family before administering **any** form of discipline to the children. Under no circumstances shall I hit or smack the children, shout or communicate inappropriately, leave them unsupervised or leave them in a car.

I understand that I must familiarise myself with water safety and traffic rules and that special care must be taken around these areas (i.e. holding the children's hands when crossing the road, always remaining in sight of the children around water etc.).

I shall seek advice and written permission from the Demi Pair family before administering any medication to the children.

I shall not undertake any other paid employment unless agreed to by my Demi Pair family and allowed under the terms of my visa.

I agree to cover all costs and any debts incurred by me while staying with the family (i.e. telephone bills, car bills or internet bills, etc). I agree to pay the debts immediately otherwise the money can be deducted from my weekly pocket money until paid off.

I shall discuss with my Demi Pair family and Demi Pair Coordinator any arrangements for holidays or additional days off at least four (4) weeks in advance, and I shall not apply for holidays from school without the family and Demi Pair Coordinator's approval.

I will keep all information related to my Demi Pair family confidential while I am living with them as well as after I have finished my stay. **I will not discuss any personal details or issues with other students or contact previous Au Pairs without the permission of my host family. I will not post any information about the family on any public forum (like Facebook, Twitter, personal blogs etc.).**

I shall familiarise myself with and adhere to the terms and conditions laid out by my visa.

I understand that Access Language Centre will not be liable or responsible for any loss, damage or harm occasioned by me as a result of any act, omission, statement or representation. I also agree that I will not hold Access Language Centre responsible for any claims as a result of any such act, omission, statement or representation made by any person arising out of my Demi Pair Program with the family. I understand that Access Language centre and its staff cannot be held liable for accidents or loss while I am in Demi Pair Accommodation.

Signature: _____

D) Leaving Your Demi Pair Family During The Program

I shall contact Access Language Centre for assistance if I have any problems or questions, which cannot be discussed and resolved with the Demi Pair family.

If no solution can be reached and I decide to leave the Demi Pair family, I agree to give the family reasonable notice and make myself available until the time it takes them to make alternative childcare arrangements. During this period, I shall perform my duties as per the Demi Pair Program Terms & Conditions.

If I am asked to leave by the family, I understand that Access Language Centre will assist me in making alternative arrangements if needed. I also understand that I will be responsible for my own alternative living and accommodation costs.

If I request to be placed with a new Demi Pair family, I understand that I must pay another placement fee (\$400). I understand this may take some time to organise and any placement is subject to the availability of Demi Pair families. I understand that Access Language Centre will not be liable or responsible for my living and accommodation costs before the new family is confirmed nor guarantee the placement of the second Demi Pair family. I also understand that I am responsible for all transfer costs incurred.

I understand that I will not be asked to pay a new placement fee or provide notice of leave in the event that I decide to leave the family due to an unlawful or criminal action on the part of any member of the Demi Pair family.

I understand that I shall bring emergency funds with me to cover any additional accommodation and living costs.

Signature: _____

E) Program End

I understand that the Demi Pair Program is offered by Access Language Centre and is only available in conjunction with an English course. **Therefore, an extended stay with my family may not be arranged without an extension of my English course at Access Language Centre.**

I understand that the \$300 Demi Pair Damages Deposit Bond will be held if I decide to stay in the family without an extension of my English course at Access Language Centre.

I understand that I shall be expelled from the program if:

- I fail to abide by this agreement and to be a willing applicant for the Demi Pair Family interview.
- I falsify any information in my application (i.e. regarding smoking, childcare experience, health etc.)
- I begin my stay before receiving any official confirmation of placement from Access Language Centre or a valid visa.
- I disobey the laws of my host country.
- I try to negotiate the conditions of my Demi Pair Program directly with the family instead of through Access Language Centre.
- I am not performing according to the reasonable expectations of my host family and the Demi Pair program.

Signature: _____

F) Cancellation And Refund

Should I decide to cancel my application, I shall inform Access Language Centre immediately and I understand that the application fee of AUD \$400 will not be refunded. If 2 weeks written notice is given, the AUD \$300 goodwill bond will be refunded, otherwise it will be given to the family as compensation.

Should I decide to cancel my application, I will not continue to negotiate with Demi Pair families who have been introduced to me previously or who have contacted me either in the past or who will contact me in the future as arranged through Access Language Centre.

Signature: _____

I have read, understood and agree to the Terms & Conditions of the Access Language Centre Demi Pair Program.

Signature:

**Print
Name**

Date

Access Language Centre

DEMI PAIR PROGRAM

English Entry Test



Student Name:		Date:	
Nationality:			

Pre Course Entry Assessment – DEMI PAIR PROGRAM

This test is designed for students wishing to enter our Demi Pair Program. Students should be given 60 minutes to complete the test under examination conditions. This means the student should be given a quiet workspace in which to take the test. No aids such as electronic or book dictionaries may be used. The test needs to be invigilated by a member of staff and under no circumstances should any assistance be given to the student to complete the test. The test should not be completed in electronic format, i.e. the student is required to write her/his answers on the paper provided and the completed test should be scanned and emailed to Access Language Centre.

All tests are to be returned to Access for correction and assessment as to the suitability of entry based on the student's English language proficiency.

To the student:

This test consists of TWO (2) PARTS:

- Part 1 is a Grammar and Vocabulary test.
- Part 2 is a WRITING task.

You have one hour to complete these tasks.

Please read all instructions carefully and good luck!

Please spend **1 hour only** completing this test. **Do NOT use a dictionary.** Do not use the help of a book or another person completing this test. Please note that if your level of English when you arrive at Access proves to be different from the results of this test, you will not be accepted in the program or you may be asked to undertake additional English lessons at your expense.

Part 1: Grammar Fill in the gaps **one** word for each line or gap.

Students from all over the world come (0) to study English ___(1) Australia. Many overseas students choose to come _____(2) Sydney. There _____(3) fun places to visit in the city. Sydney (4) so beautiful and there is _____(5) lot to do. Most students _____(6) shopping or like to go (7) the beach. It is one of the _____ (8) beautiful cities in the world.

Australian people _____(9) polite and most students have nice stories to tell. For example, Caroline _____ (10) a student at Access about one year _____(11). She said that _____(12) homestay family was _____(13) kind. She _____(14) speak English very well now and she _ (15) still living in Australia. She is not with her homestay family anymore but she _____(16) sees them on the weekends.

Caroline _____(17) like to have a job using English in _____(18) future. She told me that if she were Australian, maybe she _____(19) teach English to foreigners in Australia. Caroline (20) already lived in Australia _____(21) over one year but she _____(22) return to France (23) week. She is _____(24) to see her friends and family the day she arrives in France.

Caroline _____(25) buying lots of gifts for her friends lately. . _____(26) week, _____(27) of Caroline's Australian friends said that she would visit Caroline in France. Other friends _____(28) also want to visit Caroline in France, but are not sure because _____(29) is a very expensive flight. She will most likely write to all of _____(30). Next week, Caroline will go to the Olympic Stadium, which _____(31) built for the 2000 Olympic Games. She bought tickets to a rugby game. She hopes that she _____(32) like it.

Another student who _____(33) study at Access _____(34) the last Olympics actually became an Olympic volunteer, so he was _____(35) to see the games for free. The highlight of his experience was _____(36) the Olympics' Opening Ceremony.

Even _____(37) the Olympics will not be _____(38) in Sydney again for a long _____(39), the Olympic Stadium is a great place _____(40) visit.

(test continues next page)

Having _____(41) their English studies in Australia, the _____(42) of students _____(43) their goals. Some students' goals include _____(44) university, while other students choose to _____(45) an internship with an Australian company.

By _____(46) end of their time here in Sydney, most students _____(47) achieved their goals and it is without question that _____(48) successful in one's pursuits is very rewarding.

Total: ____ /48

Part 2: Writing

You have seen this advertisement for a holiday job in an English-language magazine and want to find out more.

Read carefully the advertisement and the notes you have made. Then write a letter to Mrs Malone, telling her a little bit about yourself and why you want the job, and including all your questions.

	Energetic person needed to join in family holiday.	
<i>What kind of help?</i>	WE need help with our two lively children during a three-week summer holiday in Scotland.	<i>ages?</i> <i>dates?</i>
	YOU need to practise your English.	
<i>Hours of work?</i>	Can we help each other? If you think we can, write for further details to Mrs Anne Malone, 30 Pond Road, London SW9 0TT	
<i>Pay?</i>		

Write a **letter** of **120-180** words in an appropriate style. Do not write any addresses.

Adapted from Harrison M, Kerr R .*First Certificate Practice Tests Five tests for the new Cambridge First Certificate in English* , OUP 1996



Series of horizontal lines for writing



Complete and return to
 Level 2, 72 Mary Street
 Surry Hills, SYDNEY NSW 2010
 AUSTRALIA
 Telephone: (61-2) 9281 6455
 CRICOS Provider Code: 01738E
 Email: english@access.nsw.edu.au

Access Language Centre, Sydney

Enrolment Form

THE STUDENT

Family Name

Given Names

Postal Address in home country

.....

Telephone

IDD Area Code Tel

E-mail

Nationality

Country of Birth

Emergency Contact Number/s

IDD Area Code Tel

Name of Emergency Contact Person

Visa Type

Visa Apply Location

Date of Birth / /
day / month / Year

Sex (tick) Male Female

Occupation

Passport Number
(Please provide / attach copy)

Phone number in Sydney (if known)

Address in Sydney (if known)

Describe your level of English (tick)
 Beginner — Pre-Intermediate — Advanced

THE COURSE

Starting Date / /
day / month / year

Number of Weeks

General English (GE)

- Full Time Super Intensive SU (23hrs/week)
- Full Time Intensive IN (20hrs/week)
- Part Time AM Only (15hrs/week)

Cambridge Preparation

- Full Time Super Intensive SU (23hrs/week) - FCE
- Full Time Super Intensive SU (23hrs/week) - CAE

IELTS Preparation

- Full Time Intensive IN (20hrs/week)

English Plus Programs

- Demi Pair
- Internship

Business English (BE)

- Full Time Super Intensive SU (23hrs/week)

Evening Classes

- Full Time Intensive IN (20hrs/week)

Do you plan to attend a particular tertiary Institution?
 If so, which one?

Where did you hear about us? Which agent did you use?

ACCOMMODATION

Do you need us to find accommodation for you? Yes No

If yes, how many weeks? weeks

If yes, which type of accommodation?

HOMESTAY FAMILY ACCOMMODATION

- Single Room with Meals Shared Room* with Meals
 - Single Room Only Shared Room* Only
- * (Only available for students travelling together)

Do you have any special needs? Please specify
 (Includes dietary, medical, religious, etc.)

Do you smoke? Yes No

Do you have any allergies? Yes No

Are you allergic to pets? Yes No

List your interests and hobbies _____

HOSTEL / GUESTHOUSE / RESIDENCE

Single Room Double/Twin

Do you need the airport meeting service?
 Arrival Departure No

If known, list your airport arrival flight details _____

