

# Global Process Manual

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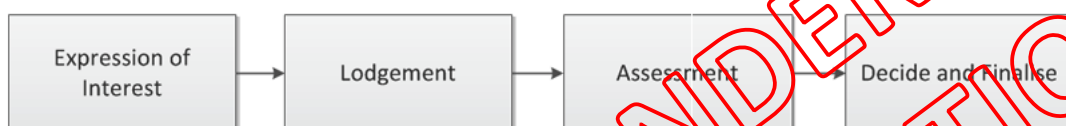
## Skilled Migrant Category (SMC)

New standardised Skilled Migrant Category Standard Operating Procedures (SOPs) cover the steps associated with processing both EOIs and SMC applications.

The SMC end-to-end review established a consistent and efficient process for the assessment of SMC EOIs and applications by way of best practice recommendations, including standardised tools, templates and timeframe guidelines.

The standardised practices within these SOPs are easy and straightforward to apply. They have been tried and tested by Immigration Officers processing SMC applications with positive results. They are being implemented in every INZ SMC processing office so each Immigration Officer can be assured that their colleagues are working to the same expectations INZ-wide.

### Skilled Migrant Category (SMC) Standard Operating Procedures (SOPs)



The Standard Operating Procedures listed under the categories below will guide you through the new Skilled Migrant Category process:

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## Assess

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### See Also

- [Skilled Migrant Category \(SMC\)](#)
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## Assess Eligibility (SMC)

### When to use

When assessing a Skilled Migrant Category (SMC) application.

### Role

- Immigration Officer, or
- Senior Immigration Officer

### Guidelines

- Use this SOP, the linked SOPs, and the SMC case summary to complete an assessment of the applicant's overall eligibility under this visa category.
- If you have concerns about whether the applicant can be awarded points for a specific employability or capacity building factor (SM1.10), consider whether the applicant meets SMC points requirements through a combination of other factors before sending a PPI letter.
- Follow the Setting due dates guidelines (on a case-by-case basis) to determine how long to allow a client to provide required information:

Information being requested	Timeframe
Details missing from application form	3 working days
Additional details form	3 working days
Full employment agreement and/or job description	3 working days
IRD Summary of Earnings, pay slips, bank statements	3 working days
Evidence of registration	3 working days
Evidence of English ability	3 working days
Marriage certificate or evidence of relationship	3 working days
Evidence of dependence	3 working days
Verification of NZ work experience	3 working days
Original or certified copies of any document (for paper applications only)	3 working days
Evidence or verification of overseas work experience	5 working days
NZ qualification certificate	5 working days
Offshore qualification certificate	10 working days
Full birth certificate (For online applications, birth certificates are only required as evidence of dependency, or potentially if there are concerns with identity)	10 working days
Medical tests or evidence of appointment with specialist	10 working days
Evidence of English language test date booking	10 working days
Evidence of commencing NZQA assessment process	10 working days
Response to PPI letter	10 working days

**Steps**

1. Refer to SOP – Making and Monitoring Third Party Checks to ensure any relevant third-party checks have been initiated.

s 6(c) [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**3. Assess identity and age**

- a. Refer to SOP – Assess Identity to complete an identity assessment for all applicants.
- b. Based on the principal applicant’s identity information, were they less than 56 years of age when the residence application was lodged?

If	Then...
Yes	Go to step 3c
No	Send a Potentially Prejudicial Information letter, see ‘Send PPI letter SOP’.

c. Based on the principal applicant’s identity information, when the application was lodged, did they qualify for the points that were the basis for their selection from the EOI pool?

If	Then...
Yes	Go to step 4
No	Take note of this concern to be added to a PPI letter if necessary, see ‘Send PPI letter SOP’. Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. Go to step 4

**4. Assess health**

Refer to SOP – Assess Health to complete a health assessment for all applicants. Do all applicants meet health requirements?

If	Then...
Yes	Go to step 5
No	Follow the guidelines in SOP – Assess Health for what to do when a health concern is identified.

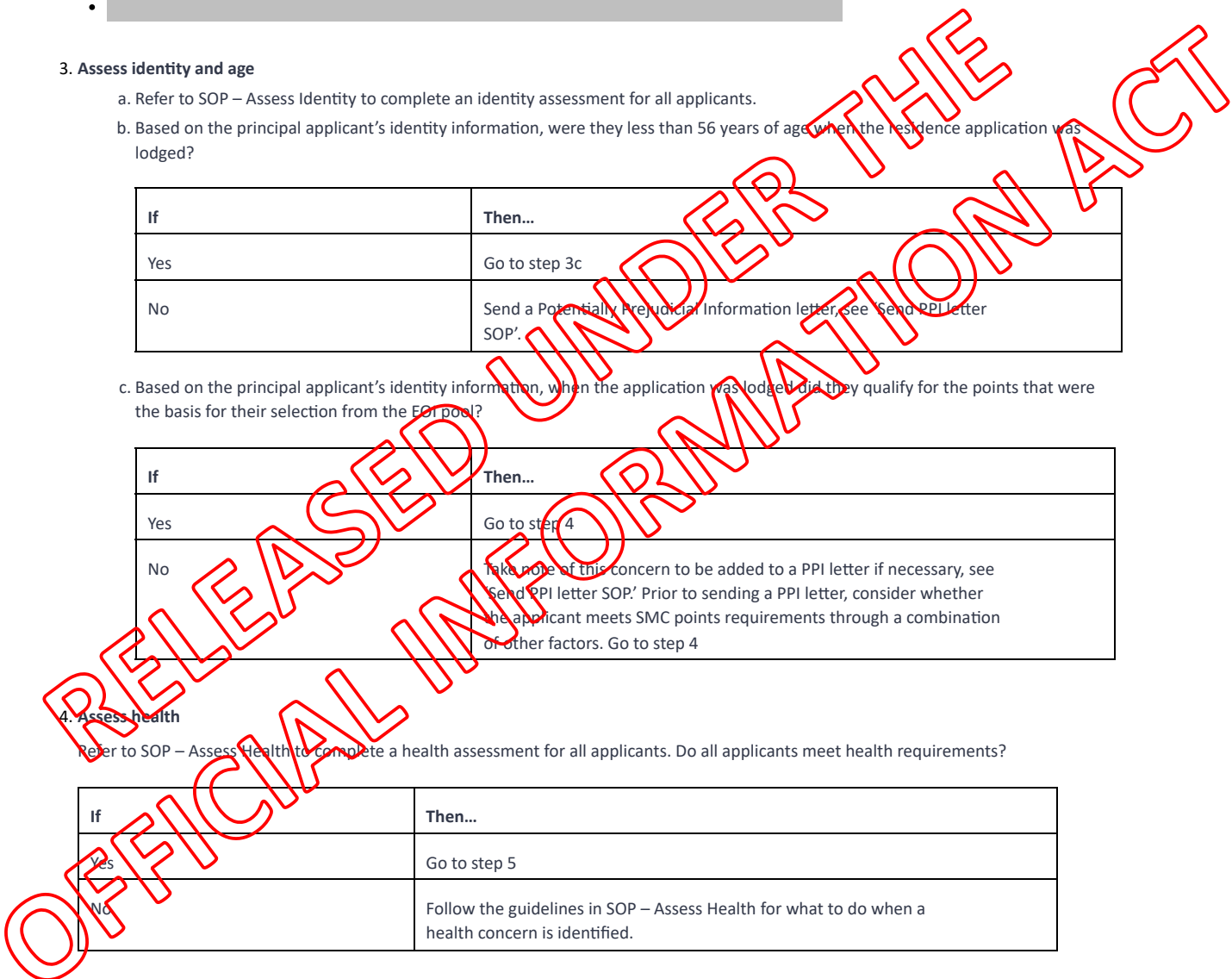
**5. Assess character**

a. Was any false or misleading information provided at EOI stage as per SM3.10.1?

If	Then...
Yes	Follow the guidelines in SOP – Assess Character for what to do when a character concern is identified.
No	Go to step 5b

b. Refer to SOP – Assess Character to complete a character assessment for all applicants. Do all applicants meet character requirements?

If	Then...
Yes	Go to step 6



Yes	Go to step 6
No	Follow the guidelines in SOP – Assess Character for what to do when a character concern is identified.

**6. Assess partnership**

a. Does the application include a secondary applicant whose eligibility is based on them being a partner of the principal applicant?

If	Then...
Yes	Go to step 6b
No	Go to step 7

b. Refer to SOP – Assess Partnership to complete an assessment of whether the partner can be included in the application. Do the applicants meet partnership requirements, or the requirements to have the assessment of their partnership deferred?

If	Then...
Yes	Go to step 7
No	Send a Potentially Prejudicial Information letter, see 'Send PPI letter SOP'.

**7. Assess dependent children**

a. Does the application include a secondary applicant whose eligibility is based on them being a dependent child of the principal applicant and/or partner?

If	Then...
Yes	Go to step 7b
No	Go to step 8

b. Refer to SOP – Assess Dependent Children to complete an assessment of the whether the dependent can be included in the application. Do the applicants meet dependency requirements?

If	Then...
Yes	Go to step 8
No	Send a Potentially Prejudicial Information letter, see 'Send PPI letter SOP'.

**8. Assess English**

a. Refer to SOP – Assess English to complete an assessment of the Principal Applicant and any Secondary applicant aged 16 or over's English language ability. Do all these applicants meet English language requirements?

If	Then...
Yes	Go to step 9
No	Send a Potentially Prejudicial Information letter, see 'Send PPI letter SOP'.

**9. Assess SMC Eligibility**

a. Determine the applicant's points claim that was the basis of their selection from the EOI pool

b. Did the applicant claim points for Skilled Employment?

If	Then...
Yes	Go to SOP – Assess Skilled Employment to determine whether they qualify for the points that were the basis for their selection from the EOI pool. Then go to 9c
No	Go to 9c



c. Did the applicant claim points for Skilled Work Experience?

If	Then...
Yes	Go to SOP – Assess Skilled Work Experience Employment to determine whether they qualify for the points that were the basis for their selection from the EOI pool. Then go to 9d
No	Go to 9d

d. Did the applicant claim points for Qualifications?

If	Then...
Yes	Go to SOP – Assess Qualifications Employment to determine whether they qualify for the points that were the basis for their selection from the EOI pool. Then go to 9e
No	Go to 9e

e. Does the applicant qualify for the points that were the basis for their selection from the Pool?

If	Then...
Yes	Go to step 10
No	Go to step 9f

f. Does the applicant meet SMC points requirements through a combination of other factors?

If	Then...
Yes	Go to step 10
No	Send a Potentially Prejudicial Information letter, see 'Send PPI letter SOP'

10. Refer to SOP – Making and Monitoring Third Party Checks to ensure any relevant third-party checks have been completed

End

See Also

Assess

Assess Qualifications (SMC)

Assess Skilled Employment (SMC)

Assess Skilled Work Experience (SMC)

Assess Partnership (SMC)

Assess Dependent Children (SMC)

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## Assess Qualifications (SMC)

### When to use

When assessing a Skilled Migrant Category application and the applicant has claimed points for a recognised qualification.

### Role

- Immigration Officer, or
- Senior Immigration Officer

### Guidelines

- Follow the Assess Eligibility SOP and related activities to complete a full assessment

### Steps

#### 1. Assess recognition of qualifications

- a. Was the applicant's qualification required as part of their current full or provisional occupational registration which involved an assessment of whether their qualification is comparable to a New Zealand qualification that is included in the LQEA, and has the applicant provided evidence of their occupational registration?

If	Then...
Yes	Go to step 2
No	Go to step 1b

- b. Is the applicant's qualification listed in Appendix 3?

If	Then...
Yes	Go to step 2
No	Go to step 1c

- c. Has the applicant provided an NZQA assessment of their qualifications?

If	Then...
Yes	Go to step 2
No	Go to step 1d

#### 2. Does the applicant's qualification occupy a level on the New Zealand Qualifications Framework (NZQF) which qualifies it for points?

If	Then...
Yes	Go to step 3
No	Take note of this concern to be added to a PPI letter if necessary, see ' <a href="#">Send PPI letter</a> ' SOP. Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors.

#### 3. Has a risk rule triggered, or is there the presence of another risk indicator which indicates the applicant may not genuinely hold the qualification that has been recognised?

If	Then...
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Yes	<p>Perform verification appropriate to the specific risk.</p> <p>Consult a verification officer if there is an indication that advanced verification may be required.</p> <p>If the risk cannot be mitigated, take note of this concern to be added to a PPI letter, see '<a href="#">Send PPI letter</a> SOP'</p> <p>If the risk can be mitigated, the applicant meets qualification requirements. Go to step 4</p>
No	Go to step 4

**4. The applicant meets the requirements to be awarded points for their qualification.**

End, or continue to assess any bonus points for New Zealand qualifications.

**5. Does the applicant have a recognised New Zealand Bachelor degree (at level 7 on the NZQF)**

a. Did the qualification require a minimum of two years of full-time study in New Zealand?

If	Then...
Yes	Go to step 3b
No	Go to step 4

b. Was the full-time study completed over four semesters during a period of at least 16 months?

If	Then...
Yes	The applicant qualified for 10 bonus points for New Zealand qualifications
No	The applicant does not qualify for bonus points for New Zealand qualifications

**6. Does the applicant have a recognised New Zealand postgraduate qualification at level 9 or 10 on the NZQF?**

a. Did the qualification require a minimum of two years of full-time study in New Zealand?

If	Then...
Yes	The applicant qualifies for 15 bonus points for New Zealand qualifications
No	Go to step 5

**7. Does the applicant have a recognised New Zealand postgraduate New Zealand qualification at level 8, 9, or 10 on the NZQF?**

a. Did the qualification require a minimum of one year of full-time study in New Zealand?

If	Then...
Yes	The applicant qualifies for 10 bonus points for New Zealand qualifications
No	The applicant does not qualify for bonus points for New Zealand qualifications

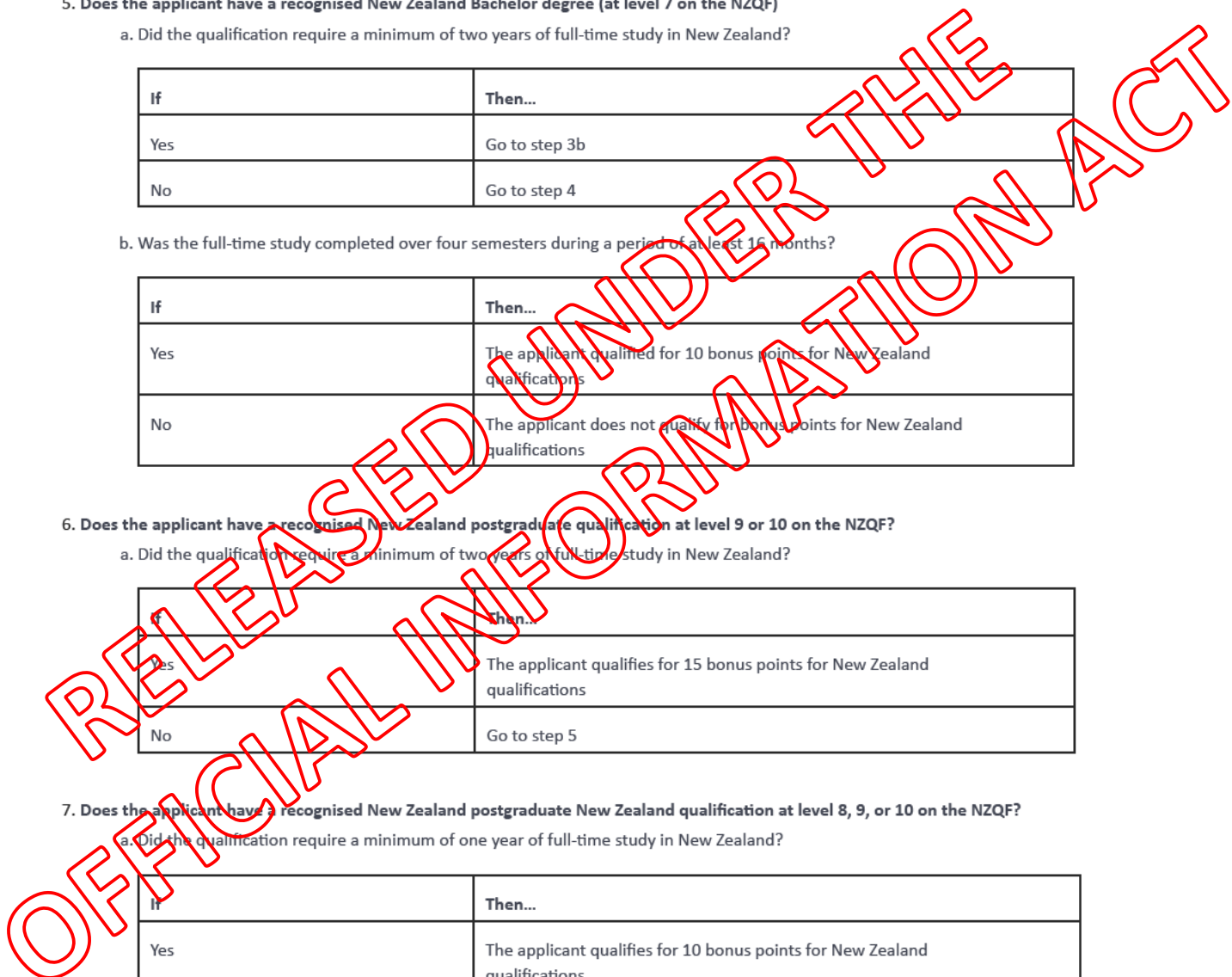
End

See Also

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Assess Skilled Work Experience (SMC)

Assess Partnership (SMC)

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## Assess Skilled Employment (SMC)

### When to use

When assessing a Skilled Migrant Category application and the applicant has claimed points for skilled employment in New Zealand.

### Role

- Immigration Officer, or
- Senior Immigration Officer

### Guidelines

- If you have concerns about whether the applicant can be awarded points for Skilled Employment, consider whether the applicant meets SMC points requirements through a combination of other factors before sending a PPI letter.

### Steps

#### 1. Does the applicant have current employment in New Zealand or an offer of employment in New Zealand?

If	Then...
Yes	Go to step 2
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter' SOP. Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. <b>Go to step 2</b>

#### 2. Assess ANZSCO requirements

Determine whether the principal applicant's employment or offer of employment in New Zealand substantially matches the description for that occupation as set out in the ANZSCO.

##### a. Is the applicant's occupation included in ANZSCO?

If	Then...
Yes	Go to step 2b
No	Assess skilled employment against the requirements at SM 6.10.15 for occupations not included in ANZSCO. <b>Go to step 3.</b>

##### b. Is the applicant's employment or offer of employment substantially consistent with the overarching ANZSCO (6-digit) description for that occupation?

If	Then...
Yes	Go to step 2c
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter' SOP. Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. <b>Go to step 3.</b>

**Note:** You can consider the overall context of the applicant's employment and employer when assessing the substantial match of the overarching ANZSCO occupation description, including the scope and scale of the employer's organisation and operation.

scope and scale of the employer's organisation and operation.

- c. Is the current employment or offer of employment in New Zealand in an occupation where they currently hold a New Zealand professional membership or registration?

If	Then...
Yes	You can be satisfied that the applicant's employment is substantially consistent with the ANZSCO 'Occupation,' level description and relevant tasks listed for that occupation based on your assessment of whether it matches the overarching ANZSCO description of the occupation. <b>Go to step 3</b>
No	Go to step 2d

- d. Has a risk rule triggered, or is there the presence of another risk indicator which indicates there may be role inflation?

If	Then...
Yes	<b>Go to step 2e.</b>
No	You can be satisfied that the applicant's employment is substantially consistent with the ANZSCO 'Occupation,' level description and relevant tasks listed for that occupation based on your assessment of whether it matches the overarching ANZSCO description of the occupation. <b>Go to step 3.</b>

**Note:** If a risk rule has triggered, follow the risk advice provided to identify the appropriate risk treatment to apply. Check the Verification Toolkit and Employment-Related Resources for further information.

- e. Perform an assessment of whether the tasks that are relevant to the applicant's employment role listed at the ANZSCO unit group (4-digit) level comprises most of their role. Do tasks relevant to the applicant's employment comprise most of that role and does this assessment mitigate the concerns identified?

If	Then...
Yes	<b>Go to step 3</b>
No	Perform verification appropriate to the specific risk. Consult a verification officer if there is an indication that advanced verification may be required. If the risk cannot be mitigated, take note of this concern to be added to a PPI letter, see ' <a href="#">Send PPI letter</a> SOP.' <b>Go to step 3</b>

**Note:** If you are unsure whether the applicant's job or job offer substantially matches the ANZSCO description of that occupation, or there has been a specific risk identified that the applicant's job or job offer may not be for their claimed ANZSCO occupation, consider consulting a Technical Adviser to determine how to proceed with this assessment.

### 3. Assess full-time employment

If you are assessing an employment agreement, only check the details relevant to whether the applicant is in full-time employment.

- a. Is the applicant's employment full time?

If	Then...
Yes	<b>Go to step 4</b>
No	Take note of this concern to be added to a PPI letter if necessary, see ' <a href="#">Send PPI letter</a> SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. <b>Go to step 4.</b>

**Note:** An applicant's employment is full time if it amounts to, on average, 30 hours per week over an agreed pay period.

**4. Assess remuneration**

Refer to SM6.20 to determine how the applicant's remuneration should be calculated.

If you are assessing an employment agreement, only check the details relevant to whether the applicant is meeting the remuneration requirement for their occupation.

Employment is skilled if the occupation is...	And...
An ANZSCO skill level 1, 2 or 3 occupation	The remuneration for that employment is at or above the requirement at SM6.10.5(a)(i) (or the equivalent annual salary)
An ANZSCO skill level 4 or 5 occupation	The remuneration for that employment is at or above the requirement at SM6.10.5(a)(ii) (or the equivalent annual salary)
An occupation listed at Appendix 7	The remuneration for that employment is at or above the requirement at SM6.10.5(a)(iii) (or the equivalent annual salary)
An occupation not listed in ANZSCO	The remuneration for that employment is at or above the requirement at SM6.10.15(a) (or the equivalent annual salary)

a. Calculate the applicant's remuneration

If	Then...
The applicant is remunerated for their employment on a per hour basis	Calculate the applicant's remuneration on the basis of their guaranteed payment per hour, as stated in their employment agreement. <b>Go to step 4b</b>
The applicant remunerated on a salary, or other non-payment by the hour basis (as listed at SM6.20(h))?	Divide the salary or other non-hourly payments stated in the applicant's employment agreement by 52 weeks, then the number of hours they are stated in their employment agreement to work each week. If the agreement specified a range of hours, use the maximum hours stated in the agreement. If the hours worked is unclear, request evidence of the range of hours worked, see 'Request Additional Information SOP' <b>Go to step 5</b>

b. Does the applicant earn at least the required minimum remuneration for their occupation to be assessed as skilled?

If	Then...
Yes	Go to step 4c
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP'. Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. <b>Go to step 5</b>

c. Has a risk rule triggered, or is there the presence of another risk indicator which indicates there may be wage inflation or salary recycling?

If	Then...
Yes	Perform verification appropriate to the specific risk. Consult a verification officer if there is an indication that advanced verification may be required. If the risk can be mitigated, the applicant meets

	If the risk can be mitigated, the applicant meets remuneration requirements. If the risk cannot be mitigated, take note of this concern to be added to a PPI letter, see <a href="#">‘Send PPI letter SOP.’</a> <b>Go to step 5.</b>
No	The applicant meets remuneration requirements <b>Go to step 5.</b>

**Note:** If a risk rule has triggered, follow the risk advice provided to identify the appropriate risk treatment to apply. Check the Verification Toolkit and Employment-Related Resources for further information.

### 5. Assess suitably qualified

Assess whether the applicant is suitably qualified for their role by training and/or experience.

The applicant is suitably qualified if their occupation is...	And...
An ANZSCO skill level 1, 2 or 3 occupation	They meet the requirements at SM6.10.20
An ANZSCO skill level 4 or 5 occupation Or An occupation not listed in ANZSCO	They meet the requirements at SM6.10.25

**Note:** If an applicant’s occupation requires New Zealand registration and the applicant holds evidence of their full or provisional registration in that occupation in New Zealand, they meet the requirements to be suitably qualified for their occupation.

a. Based on requirement for their occupation, is the applicant suitably qualified?

If	Then...
Yes	<b>Go to step 5b</b>
No	Take note of this concern to be added to a PPI letter if necessary, see <a href="#">‘Send PPI letter SOP.’</a> Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. Go to step 6.

b. Has a risk rule triggered or is there the presence of another risk indicator which indicates the applicant may not genuinely be suitably qualified for their occupation?

If	Then...
Yes	Perform verification appropriate to the specific risk. Consult a verification officer if there is an indication that advanced verification may be required. If the risk can be mitigated, the applicant meets suitably qualified requirements. If the risk cannot be mitigated, take note of this concern to be added to a PPI letter, see <a href="#">‘Send PPI letter SOP.’</a> <b>Go to step 6.</b>
No	Go to step 6.

**Note:** If a risk rule has triggered, follow the risk advice provided to identify the appropriate risk treatment to apply. Check the Verification Toolkit for further information.

### 6. Assess ongoing, genuine and sustainable employment and requirements for employers

If you are assessing an employment agreement, only check the details relevant to whether the applicant’s employment is genuine, ongoing, and sustainable.

a. Is the applicant’s employment or offer of employment permanent or for a fixed term of at least 12 months (which is valid at the time the application was lodged and when it is decided)?

If	Then...
Yes	Go to step 6c
No	Go to step 6b

b. Is the applicant's job based on a current contract for services and does the applicant have a consistent history of contract work?

If	Then...
Yes	Go to step 6c
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. Go to step c.
n/a	Go to step 6c

c. Using the ADEPT portal, check whether the applicant's employer has an active employer accreditation (which is not suspended).

If	Then...
The applicant's employer has an active employer accreditation (which is not suspended), and no new alerts or warnings have been added to the employer record since the accreditation was granted	You can be satisfied that the applicant's employment meets the other requirements at SM6.30 and the requirements for employers at SM6.35 based on their employer's current active accreditation status unless you identify a specific risk that the applicant's employer does not meet the other requirements for employers, or that their employment is not ongoing, genuine and sustainable. Go to step 6d
The applicant's employer does not have an active employer accreditation, or their employer accreditation is suspended	Determine whether the applicant's employment meets the other requirements at SM6.30 and the requirements for employers at SM6.35 based on the information they have provided with the application. If they do, go to step 6d If they do not appear to meet these requirements, take note of this concern to be added to a PPI letter, see 'Send PPI letter SOP.' Go to step 6d

d. Has a risk rule triggered, or is there the presence of another risk indicator which indicates the applicant may not be ongoing, genuine or sustainable, that their employer may not meet requirements for employers?

If	Then...
Yes	Consider consulting a verification officer to determine how best to appropriately manage this risk. Perform verification appropriate to the specific risk. If the risk cannot be mitigated, take note of this concern to be added to a PPI letter, see 'Send PPI letter SOP.'
No	<b>Go to step 7</b>

**Note:** If a risk rule has triggered, follow the risk advice provided to identify the appropriate risk treatment to apply. Check the Verification Toolkit and Employment-Related Resources for further information.

#### 7. The applicant meets the requirements to be awarded points for Skilled Employment in New Zealand.

**End**, or continue to assess any bonus points for skilled employment.

#### 8. Assess bonus points for employment in an area of absolute skills shortage.

a. Is the applicant's employment of offer of employment included in Appendix 4, or was it included at the time the applicant's Expression of Interest (EOI) was selected from the EOI pool?

If	Then...
Yes	Go to step 9b
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors.

**Note:** It is not necessary to send a PPI letter if the applicant does not need bonus points to meet SMC points requirements.

- b. Does the applicant's employment or offer of employment meet the specifications listed on Appendix 4 for that occupation (including and specific requirements set out in Appendix 4 or were listed in Appendix 4 on the date their EOI was selected from the EOI pool)?

If	Then...
Yes	The applicant meets the requirements for bonus points for employment in an area of absolute skills shortage
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors.

**Note:** It is not necessary to send a PPI letter if the applicant does not need bonus points to meet SMC points requirements.

#### 9. Assess bonus points for employment outside the Auckland region

- a. Is the applicant's entire or principal place of work outside the territories covered by the Auckland council?

If	Then...
Yes	The applicant meets the requirements for bonus points for employment outside of Auckland
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors.

**Note:** It is not necessary to send a PPI letter if the applicant does not need bonus points to meet SMC points requirements.

#### 10. Assess bonus points for high remuneration

- a. Was the applicant's remuneration determined to be at or above the requirement at SM6.60(a) (or the equivalent annual salary)?

If	Then...
Yes	The applicant meets the requirements for bonus points for high remuneration
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors.

**Note:** It is not necessary to send a PPI letter if the applicant does not need bonus points to meet SMC points requirements.



See Also

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## Assess Skilled Work Experience (SMC)

### When to use

When assessing a Skilled Migrant Category application and the applicant has claimed points for skilled work experience.

### Role

- Immigration Officer, or
- Senior Immigration Officer

### Guidelines

- Further information on the specific risks and types of independently verifiable evidence that can be provided as evidence of work experience can be found in the Verification Toolkit or the Country Profile page of the country where the applicant's work experience was accrued.

### Steps

1. Has the applicant provided evidence that their work experience was accrued in an occupation where they currently hold a [New Zealand professional membership or registration](#) ?

If	Then...
Yes	Accept the evidence of their work experience at face value. Go to step 4
No	Go to step 2

2. Was some or all of the applicant's work experience acquired in New Zealand?

If	Then...
Yes	You can confirm the applicant's work experience through their visa history.  You can be satisfied of the applicant's work history if this can be confirmed through their previous visa records  If you are unable to confirm that their work experience was skilled (for example, they held an open work visa and there are no records of their occupation), or there is a specific risk identified with their work history in New Zealand, go to step 3.  If only a portion of the applicant's work experience was acquired in New Zealand, go to step 3 to assess the applicant's overseas work experience.  Otherwise, go to step 4
No	Go to step 3

3. Has the applicant provided evidence of their work experience over at least the length of time they have claimed points for?

If	Then...
Yes	Go to step 4
No	Consider whether the applicant meets SMC points requirements through a combination of other factors.  If they do not, request additional evidence of the applicant's skilled work experience. See <a href="#">Request</a>

	<p><b>Additional Information</b> SOP'</p> <p>If they do not provide further information within the specified timeframe, take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors.</p>
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s 6(c)

**4. Assess ANZSCO requirements for work experience**

Determine whether the principal applicant's occupation(s) during their work experience substantially matched an ANZSCO skill level 1, 2 or 3 occupation.

a. Are the occupation(s) applicant held during their work experience included in ANZSCO?

If	Then...
Yes	Go to step 4b
No	Assess skilled work experience against the requirements for occupations not included in ANZSCO at SM7.10.20. Go to step 5.

b. Are the occupation(s) the applicant held during their work experience substantially consistent with the overarching ANZSCO (6-digit) description of an ANZSCO skill level 1, 2 or 3 occupation?

If	Then...
Yes	Go to step 4c
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. Go to step 5

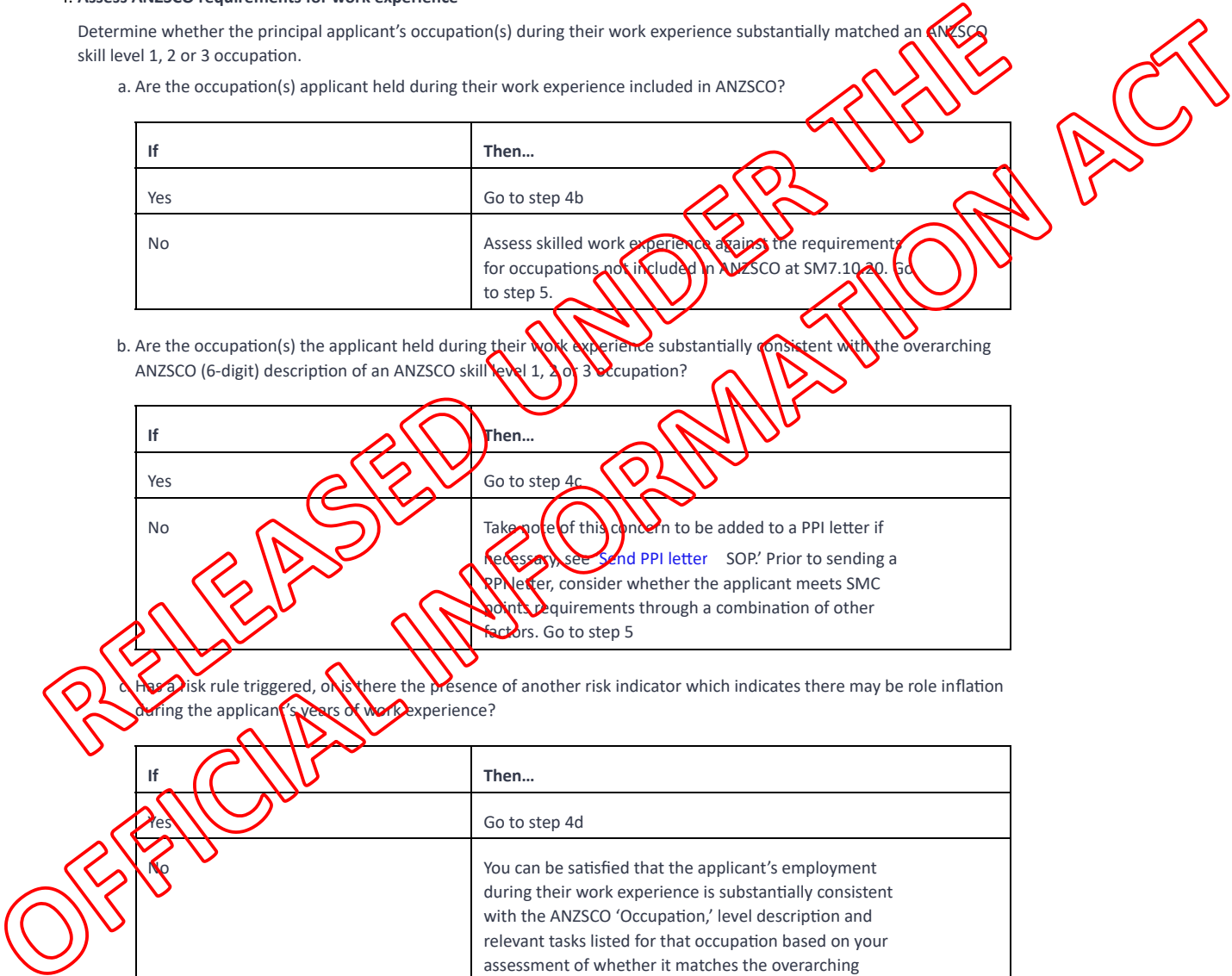
c. Has a risk rule triggered, or is there the presence of another risk indicator which indicates there may be role inflation during the applicant's years of work experience?

If	Then...
Yes	Go to step 4d
No	You can be satisfied that the applicant's employment during their work experience is substantially consistent with the ANZSCO 'Occupation,' level description and relevant tasks listed for that occupation based on your assessment of whether it matches the overarching ANZSCO description of the occupation. Go to step 5

**Note:** If a risk rule has triggered, follow the risk advice provided to identify the appropriate risk treatment to apply. Check the Verification Toolkit and Employment-Related Resources for further information.

d. Perform an assessment of whether the tasks that are relevant to the applicant's employment role(s) listed at the ANZSCO unit group (4-digit) level comprised most of the roles held during their periods of work experience. Do tasks relevant to the applicant's employment comprise most of these roles and does this assessment mitigate the concerns identified?

If	Then...
Yes	Go to step 5



No	<p>Perform verification appropriate to the specific risk.</p> <p>Consult a verification officer if there is an indication that advanced verification may be required.</p> <p>If the risk cannot be mitigated, take note of this concern to be added to a PPI letter, see '<a href="#">Send PPI letter</a> SOP.' <b>Go to step 5.</b></p>
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**Note:** If you are unsure whether the applicant's work experience substantially matches the ANZSCO description of an ANZSCO skill level 1, 2, or 3 occupation, or there has been a specific risk identified that the applicant's work experience may not be for their claimed ANZSCO occupation, consider consulting a Technical Adviser to determine how to proceed with the application.

### 5. Assess suitably qualified

Assess whether the applicant was suitably qualified for their role by training and/or experience.

- a. Has the applicant provided evidence that their work experience was accrued in an occupation where they currently hold a **New Zealand professional membership or registration**, where they held a qualification specified in ANZSCO to be relevant to their employment, or where they were suitably qualified through prior work experience?

If	Then...
Yes	<b>Go to step 5b</b>
No	Take note of this concern to be added to a PPI letter if necessary, see ' <a href="#">Send PPI letter</a> SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. <b>Go to step b</b>

- b. Has a risk rule triggered, or is there the presence of another risk indicator which indicates the applicant may not genuinely be suitably qualified for their occupation?

If	Then...
Yes	<p>Perform verification appropriate to the specific risk.</p> <p>Consult a verification officer if there is an indication that advanced verification may be required.</p> <p>If the risk can be mitigated, the applicant meets suitably qualified requirements. If the risk cannot be mitigated, take note of this concern to be added to a PPI letter, see '<a href="#">Send PPI letter</a> SOP.' <b>Go to step 6.</b></p>
No	Go to step 6.

**Note:** If a risk rule has triggered, follow the risk advice provided to identify the appropriate risk treatment to apply. Check the [Verification Toolkit](#) and [Employment-Related Resources](#) for further information.

### 6. Assess comparable labour markets

- a. Does the applicant have current skilled employment in New Zealand or an offer of skilled employment in New Zealand?

If	Then...
Yes	<b>Go to step 7</b>
No	Go to step 6b

- b. Does the applicants work experience meet the requirements set out at SM7.30 for work experience in an area of absolute skills shortage?

If	Then...
Yes	<b>Go to step 7</b>
No	Go to step 6c

c. Was the applicant's work experience completed in a comparable labour market as per SM7.15.1?

If	Then...
Yes	Go to step 7
No	Go to step 6d

d. Was the applicant's work experience completed while working for a multinational commercial entity or subsidiary listed at SM 7.15.1?

If	Then...
Yes	Go to step 7
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. Go to step 7

**7. Assess additional requirements for skilled work experience**

If you are assessing an employment agreement, only check the details relevant to the requirements in this section.

a. Was the applicant's employment full time, or full-time equivalent on a proportional basis for at least the amount of time of their claimed period of skilled work experience?

If	Then...
Yes	Go to step 8
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors. Go to step 8

**Note:** An applicant's employment is full time if it amounts to, on average, 30 hours per week over an agreed pay period.

b. Has a risk rule triggered, or is there the presence of another risk indicator indicating that the applicant's work experience was not obtained lawfully, or gained while the applicant either an unlawful resident of a country or did not have the required authority to undertake employment in a country?

If	Then...
Yes	Perform verification appropriate to the specific risk. Consult a verification officer if there is an indication that advanced verification may be required.  If the risk can be mitigated, the applicant meets lawful work experience requirements. If the risk cannot be mitigated, take note of this concern to be added to a PPI letter, see 'Send PPI letter SOP.' Go to step 8
No	Go to step 8

**Note:** If there is has been a specific risk identified that the applicant's experience may not have been obtained in a lawful manner, request evidence (such as previous visas) to demonstrate this.

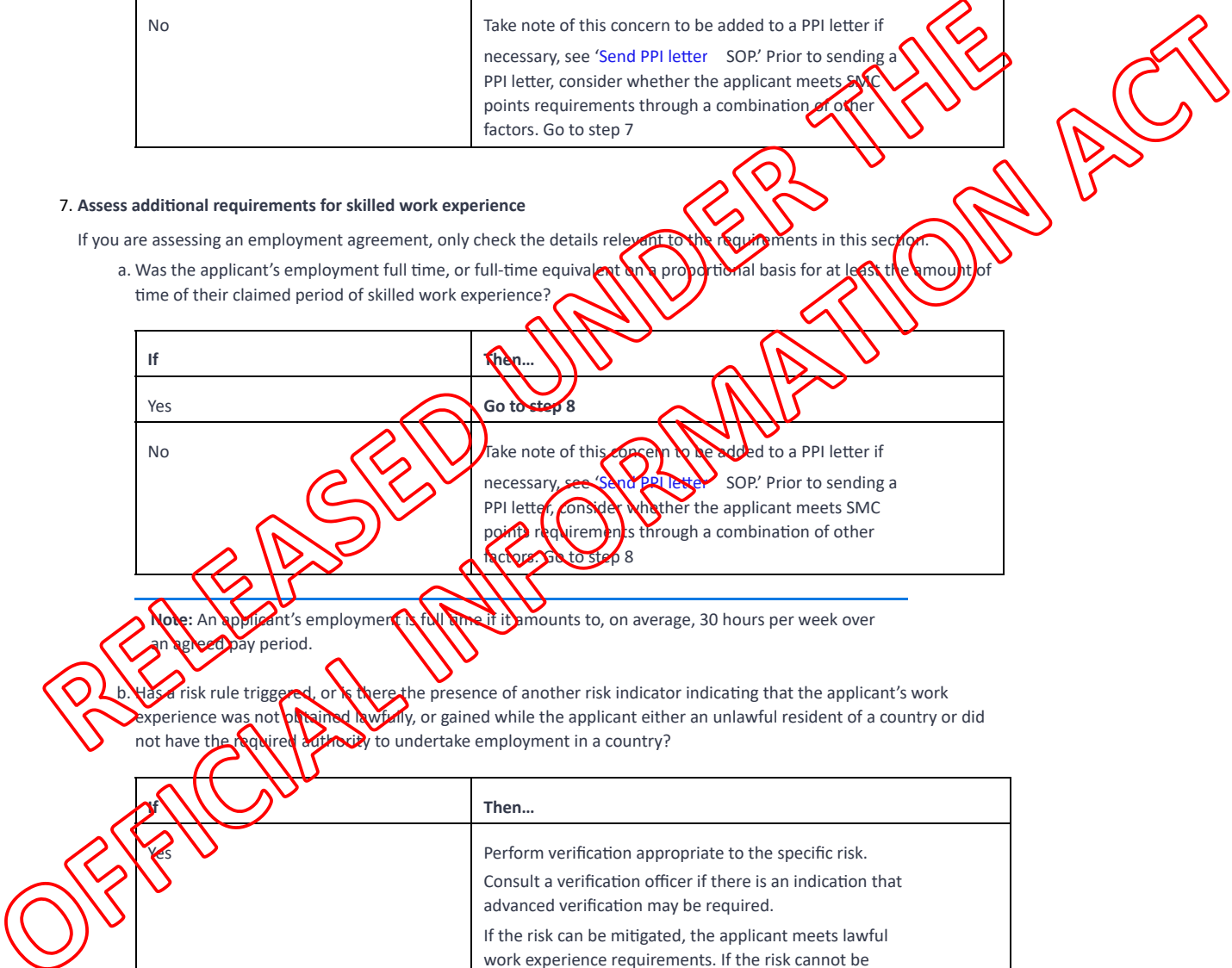
**8. The applicant meets requirements to claim points for skilled work experience.**

End, or continue to assess bonus points for skilled work experience.

**9. Assess bonus points for work experience in New Zealand**

a. Was at least one year of the applicant's work experience completed in New Zealand?

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If	Then...
Yes	The applicant is eligible for 10 bonus points
No	The applicant is not eligible for bonus points

**Note:** Work experience in New Zealand can be checked through confirming the applicant's work experience from their previous visa history.

**10. Assess bonus points for work experience in an area of absolute skill shortage**

a. Was the applicant's work experience undertaken in an occupation included in appendix 4?

If	Then...
Yes	Go to step 8b
No	Take note of this concern to be added to a PPI letter if necessary, see 'Send PPI letter SOP.' Prior to sending a PPI letter, consider whether the applicant meets SMC points requirements through a combination of other factors.

b. Does the applicant's work experience meet the specifications listed on Appendix 4 for that occupation (including any specific requirements set out in Appendix 4 or were listed in Appendix 4 on the date their EOI was selected from the EOI pool)?

If	Then...
Yes	The applicant is eligible for 10 bonus points for 2-5 years of eligible work experience or 15 points for 6 or more years of eligible work experience.
No	The applicant is not eligible for bonus points

End

- See Also
- Assess
- Assess Eligibility (SMC)
- Assess Qualifications (SMC)
- Assess Skilled Employment (SMC)
- Assess Partnership (SMC)
- Assess Dependent Children (SMC)
- Assess English (SMC)
- Assess Identity (SMC)
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# Global Process Manual

You are here: [Skilled Migrant Category \(SMC\)](#) > [Assess](#) > [Assess Partnership \(SMC\)](#)

## Assess Partnership (SMC)

### When to use

When a secondary applicant (partner) is included in a SMC visa application, including if the partner's application needs to be deferred.

### Role

Immigration Officer

### Guidelines

- Refer to VisaPak 508 for guidance on whether a family member is required to be included in an application.
- Follow the Assess Eligibility SOP and related activities to complete a full assessment

### Steps

- Has the claimed partnership been assessed, and recognised, as part of a previous temporary partnership based visa application?

If...	Then...
Yes	Go to <b>Step 2</b>
No	Go to <b>Step 3</b>

- Is there any evidence, information, or warnings, to suggest that anything has changed since the previous assessment of the partnership?

If...	Then...
Yes	Go to <b>Step 3</b>
No	Go to <b>Step 6</b>

**Note:** You can consider the overall context of the application when considering whether anything may have changed since the previous assessment of the partnership, including the length of time since the previous assessment.

- Assess definition of 'partner'

Does the evidence confirm the secondary applicant meets the definition of 'partner' at R2.1.10?

If...	Then...
Yes	Go to <b>Step 4</b>
No	Send a PPI letter to the applicant See Send PPI letter SOP

**Note:** Any relevant alerts, or warnings, linked to the principal applicant, or their partner, should be considered and addressed.

- List partnership evidence

Note, in the case summary, all partnership evidence provided by the principal applicant and partner. Go to **Step 5**

- Assess partnership information



Determine whether the principal applicant and partner are living together in a genuine and stable partnership, as set out at F2.10.1.

If...	Then...
Yes	Go to <b>Step 6</b>
No	Send a PPI letter to the applicant See SOP Send PPI letter SOP

**Note:** When considering the above, if the principal applicant and partner are not currently living together determine whether they are separated for genuine and compelling reasons. Consider the duration of the relationship and other factors set out at instructions F2.30.1 and F2.20.15 (b).

#### 6. Instruction F2.15 minimum partnership requirements met?

Does the partnership meet the minimum requirements for recognition of partnerships set out at F2.15?

If...	Then...
Yes	Go to <b>Step 7</b>
No	Send a PPI letter to the applicant See SOP Send PPI letter

#### 7. 12-months living together requirement met?

'Living together' includes the total time the principal applicant and partner have physically lived together.

Have the principal applicant and partner been living together for 12 months or more at the time of assessment?

If...	Then...
Yes	Complete assessment of partnership, use the case summary to continue with assessment of other areas of the application. End
No	Consult with a Technical Advisor before any decision to defer the application is communicated to the applicant. Record this advice in AMS. Defer final decision on the partner for remainder of the 12 months. Use case summary to continue with assessment of other areas of the application for the principal applicant. Go to <b>Step 8</b>

**Note:** the COVID-19 pandemic and related border restrictions has meant that some partners have been separated for genuine reasons. In these cases a pragmatic approach should be taken to consider the relationship history and how the relationship has been maintained during that time.

Assessment of periods of separation should include, but is not limited to assessment of;

- evidence showing how the relationship was maintained;
- the credibility of claimed reasons for separation; and
- whether circumstances actually prevented the couple from living together.

#### 8. Quality Control / TA consultation

- Send the original SMC application for a quality control check
- If a decision to defer is made, the TA should make a note of their agreement in AMS.

#### 9. Communicate deferral decision and deferral period.

- Email the applicant to advise that they meet all but the 12 months living together requirement and that the partner's residence application will be deferred until they provide evidence that they have lived together in a genuine and stable relationship for at least 12 months.
- Seek confirmation from the applicant that they agree with the deferral decision before moving to step 10.

#### 10. Remove partner from SMC application

- Defer the partner's application until the principal applicant provides evidence of the 12 months living together requirement.

- b. Remove the partner from the SMC application in AMS.
- c. Add a note to AMS explaining why they have been removed from the application.

**11. Defer the partner's application until evidence is provided that partnership criteria are met.**

- a. Create a new SMC deferral application for the deferred partner in AMS, completing lodgement requirements as appropriate. No fee is required.
- b. Ensure the lodgement date is the same as the original SMC application.
- c. Link this application with the original SMC application.
- d. Add the principal applicant as a supporting partner in the contacts tab. Add AMS notes regarding the deferral of the partner with reference to the original SMC application.
- e. Create an AMS Bring Up with the date that the 12 month living together requirement will be met, and add the "NA – Deferred" workflow reason.
- f. Make this application non-actionable by updating the AMS Location to "Non-actionable" for the Support Team to monitor.
- g. Make the AMS case manager "Queue, Deferred Partnership."

**12. Send AIP letter**

- a. Go to SOP Send AIP Letter.
- b. Issue PA's visa upon provision of passport (if required).
- c. Await secondary applicant's response to the AIP letter requesting evidence of meeting the partnership criteria and the passing of the deferral due date deadline.

**13. Assess Partnership Requirements**

- a. Receive client response and assess information provided, as well as whether there are any other outstanding requirements (for example, for English language or ESOL tuition payment).
- b. Follow the prompts in the partnership deferral assessment template (attached below) to complete an assessment of the partnership after the deferral period.
- c. Request further information if required.
- d. If concerns identified, go to SOP Send PPI Letter

**14. File Final Recommendation**

- a. Add your final assessment to AMS notes.
- b. Refer file for quality control check.

**15. Request AIP requirements (if required) and finalise application.**

- a. Contact client and request any AIP requirements for issuance of visa (if required, for their passport or English language).
- b. Issue PA's visa upon provision of any AIP requirements.

End

See Also

[Assess](#)

[Assess Eligibility \(SMC\)](#)

[Assess Qualifications \(SMC\)](#)

[Assess Skilled Employment \(SMC\)](#)

[Assess Skilled Work Experience \(SMC\)](#)

[Assess Dependent Children \(SMC\)](#)

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# Global Process Manual

You are here: [Skilled Migrant Category \(SMC\)](#) > [Assess](#) > [Assess Dependent Children \(SMC\)](#)

## Assess Dependent Children (SMC)

### When to use

When secondary applicants (dependent children) are included in an SMC visa application.

### Role

Immigration Officer

### Guidelines

- Refer to [VisaPak 508](#) for guidance on whether a family member is required to be included in an application.
- Follow the Assess Eligibility SOP and related activities to complete a full assessment

### Steps

#### 1. Assess relationship with dependent children

- Consider evidence (e.g. a birth certificate or adoption papers) showing the relationship between the principal applicant and/or partner included child included in the application.
- Is the secondary applicant the biological or adopted (see R2) child of the principal applicant and/or partner included in the application?

If...	Then...
Yes	Go to Step 2
No	Send a PPI letter to the applicant See SOP Send PPI letter

#### 2. Assess right to remove children under 16

If the dependant child's parents are the principal applicant and partner included in the application, go to Step 3.

- When only one parent is included in the application, identify whether the dependent child's parents are separated or divorced.
- Determine whether the principal applicant and/or partner included in the application have the right to remove the dependent child from their care.

If...	Then...
Parents separated or divorced.	Except where R2.1.45(d) applies, evidence the principal applicant and/or partner included in the application has the right to remove the dependent child must include: <ul style="list-style-type: none"><li>Legal documents showing that the applicant has custody of the child and the sole right to determine the child's residence, without rights of visitation by the other parent; or</li><li>A court order permitting the applicant to remove the child from its country of residence; or</li><li>Legal documents showing that the applicant has custody of the child and a signed statement witnessed in accordance with local practice or law, agreeing to allow the child to live in New Zealand.</li></ul>
Not separated or divorced.	Except where R2.1.50 (e) applies, evidence the principal applicant or partner included in the application has the right to remove the dependent child must include: <ul style="list-style-type: none"><li>A written statement confirmed by both parents at interview (including phone interview, after the interview); or</li><li>A court order permitting the applicant to remove the child from its country of residence; or</li><li>The death certificate of the other parent if only one parent is included in the application, because the other parent is deceased.</li></ul>

#### 3. Assessing dependence

- Identify the dependent child's age at the time the SMC application was made.

- b. Identify the relevant definition of dependent child under R2.1.30 instructions based on the age at submission.
- c. Determine whether the secondary applicant meets the definition of a dependent child based on the relevant definition.

If..	Then...
17 or younger	Determine whether they were single
18 to 20	Determine whether they were single, and whether they had children of their own
21 to 24	Determine whether they were single, and whether they had children of their own, and whether totally or substantially reliant on the principal applicant/and or the principal applicant's partner support, whether living with them or not. Evidence of actual dependence may be required. Take into account all relevant factors including: <ul style="list-style-type: none"> <li>• whether the child was in paid employment, whether this was full time or part time, and if</li> <li>• whether the child had any other independent means of financial support;</li> <li>• whether the child was living with its parents or another family member, and the extent to</li> <li>• whether the child was studying, and whether this is full time or part time.</li> </ul>

END

See Also

[Assess](#)

[Assess Eligibility \(SMC\)](#)

[Assess Qualifications \(SMC\)](#)

[Assess Skilled Employment \(SMC\)](#)

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# Global Process Manual

You are here: [Skilled Migrant Category \(SMC\)](#) > [Assess](#) > [Assess English \(SMC\)](#)

## Assess English (SMC)

### When to use

When an application has been successfully lodged and an Immigration Officer is completing an assessment of a principal or secondary applicant aged 16 or over's English Language ability

### Role

Immigration Officer

### Guidelines

- Dependent children under the age of 16 are not required to meet a minimum standard of English language ability
- Follow the Assess Eligibility SOP and related activities to complete a full assessment

### Steps

#### 1. Has the applicant provided an English Language test result?

If	Then...
Yes	Go to step 1a
No	Go to step 2

a. Is the test result dated no more than two years prior to the date the application was lodged, or was the applicant's SMC expression of interest (EOI) in the EOI pool as at 8 November 2022?

If	Then...
Yes	Go to step 1b
No	Send a Potentially Prejudicial Information letter, see Send PPI letter SOP.

b. Does the English language test result show that they meet the acceptable standard of English?

The following English language test results are acceptable for a **principal applicant**:

Test	Minimum score required
International English Language Testing System (IELTS) - General or Academic Module	Overall score of 6.5 or more
Test of English as a Foreign Language Internet-based Test (TOEFL iBT)	Overall score of 79 or more
Pearson Test of English Academic (PTE Academic)	Overall score of 58 or more
B2 First (First Certificate in English) (formerly Cambridge English: First (FCE)) or B2 First for Schools (First Certificate in English) (formerly Cambridge English: First (FCE) for Schools)	Overall score of 176 or more
Occupational English Test (OET)	Grade B or higher in all four skills (Listening, Reading, Writing and

	Speaking)*
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\* A score of Grade B or higher in all four skills is required for the OET as there is no overall grade for this test.

The following English language test results are acceptable for a **secondary applicant** (partner or dependent child aged 16 and above):

Test	Minimum score required
International English Language Testing System (IELTS) - General or Academic Module	Overall score of 5.0 or more
Test of English as a Foreign Language Internet-based Test (TOEFL iBT)	Overall score of 35 or more
Pearson Test of English Academic (PTE Academic)	Overall score of 36 or more
B2 First (First Certificate in English) (formerly Cambridge English: First (FCE)) or B2 First for Schools (First Certificate in English) (formerly Cambridge English: First (FCE) for Schools)	Overall score of 154 or more
Occupational English Test (OET)	Grade C or higher in all four skills (Listening, Reading, Writing and Speaking)*

\* A score of Grade B or higher in all four skills is required for the OET as there is no overall grade for this test.

If	Then...
Yes	Go to step 1c
No	Send a Potentially Prejudicial Information letter, see Send PPI letter SOP.

a. Has a risk rule triggered, or is there a risk indicator that suggests the test result may be fraudulent?

If	Then...
Yes	<p>Verify the test result is genuine following the guidance in the <a href="#">Verification Toolkit</a> .</p> <p>If there are concerns with the English test result, send a Potentially Prejudicial Information letter, see Send PPI letter SOP.</p> <p>If there are no concerns with the test result, the applicant meets English language. Continue assessment using the case summary <b>END</b></p>
No	<p>The applicant meets English language requirements. Continue assessment using the case summary <b>END</b></p>

**Note:** Consider any relevant alerts and warnings in AMS. If a risk rule has triggered, follow the



risk advice provided to identify the appropriate risk treatment to apply. If verification is required, check the guidelines on [verifying and recording English language test results](#) .

## 2. Determine whether there is other evidence of the applicant meeting the minimum standard of English

- a. Is the applicant a citizen of Canada, the Republic of Ireland, the United Kingdom or the United States of America who has spent at least five years in work or education in one or more of those countries or Australia or New Zealand?

If	Then...
Yes	The applicant meets English requirements. Continue assessment using the case summary. <b>END</b>
No	Go to step 2b

**Note:** If the applicant was not born in their country of citizenship, evidence should be provided that the applicant's length of work and/or education meets this requirement, e.g. a letter from their employer confirming their period of work, or documents confirming periods of education completed.

- b. Does the applicant have a recognised qualification (see SM8) comparable to a New Zealand level 7 bachelor's degree and gained in Australia, Canada, New Zealand, the Republic of Ireland, the United Kingdom or the United States of America as a result of study undertaken for at least two academic years in one or more of those countries?

If	Then...
Yes	The applicant meets English requirements. Continue assessment using the case summary. <b>END</b>
No	Go to step 2c

**Note:** Evidence should be provided that the applicant's holds a qualification meeting this requirement

- c. Does the applicant have a recognised qualification (see SM8) comparable to a New Zealand level 8 bachelor's degree and gained in Australia, Canada, New Zealand, the Republic of Ireland, the United Kingdom or the United States of America as a result of study undertaken for at least one academic year in one or more of those countries?

If	Then...
Yes	The applicant meets English requirements. Continue assessment using the case summary. <b>END</b>
No	Go to step 2d

**Note:** Evidence should be provided that the applicant's holds a qualification meeting this requirement

- d. Is the applicant the principal applicant?

If	Then...
Yes	Send a Potentially Prejudicial Information letter, see Send PPI letter SOP.
No	Go to step 3

**Note:** A principal applicant must demonstrate that they meet the minimum required standard of English for a principal applicant through one of the above steps, and do not have the option of pre-purchasing ESOL tuition.



3. Has the secondary applicant indicated they will pre-purchase ESOL tuition?

If	Then...
Yes	<p>Continue assessment using the case summary.</p> <p>Subject to all other application requirements being met, finalise application with the AIP condition that the applicant(s) must first pre-purchase ESOL tuition</p> <p>If the partner is deferred (see Assess – Partnership SOP, complete this step and the end of the partner’s deferral period.</p> <p>See Send AIP letter SOP</p>
No	<p>Confirm whether the secondary applicant intends to pre-purchase ESOL tuition or provide evidence of their English language speaking ability.</p> <p>If they do not, send a Potentially Prejudicial Information letter, see Send PPI letter SOP.</p> <p>If evidence is submitted, assess the evidence (go to step 1) but send a PPI letter if the applicant does not provide an acceptable English Language test result (step 1) or acceptable other evidence of meeting the minimum standard of English (step 2), Send PPI letter SOP.</p>

END

See Also

[Assess](#)

[Assess Eligibility \(SMC\)](#)

[Assess Qualifications \(SMC\)](#)

[Assess Skilled Employment \(SMC\)](#)

[Assess Skilled Work Experience \(SMC\)](#)

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# Global Process Manual

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## Assess Identity (SMC)

### When to use

When an application has been successfully lodged and an Immigration Officer is completing an assessment and the applicant's identity has been resolved.

### Role

Immigration Officer

### Guidelines

- Follow the [Assess Eligibility](#) SOP and related activities to complete a full assessment

### Steps

#### 1. Have identity documents been provided as required by instructions?

- For online applications, as required by R2.40.1 (a passport or certificate of identity and photos)
- For paper applications, as required by R2.40

If	Then...
Yes	Go to step 2
No	E-mail the applicant, or their representative, and request missing information be provided. See <a href="#">e-mail communication</a> or SOP – Request Additional Information for guidance

#### 2. Has the passport been previously scanned by INZ or at a Visa Application Centre?

If	Then...
Yes	Go to step 3
No	Subject to all other application requirements being met, finalise application with the AIP condition that applicants must first provide their passport to INZ (if onshore) or a VAC (if offshore) to be scanned and validated. See SOP Send AIP letter Go to step 3

**Note:** Check previous application notes for confirmation that the passport has previously been scanned, or validated, successfully (not relevant for scans at border)

#### 3. Are there any inconsistencies in biographic details across current, and historic, identity documents or any other concerns with identity?

If	Then...
Yes	Escalate to Technical Advisor for advice (the TA may suggest engaging with a VO for further verification advice).
No	Go to step 4

**Note:** Comparison of biographic information and face images in current, and historic, photos, passports, and any other documents containing biographic data will assist in identifying potential issues.

#### 4. Update identity information in AMS and / or IDME as required. Then continue assessment using the case summary.

---

**Note:** Passports not previously scanned by INZ will be requested at AIP stage. Offshore applicants will be directed to supply their passport(s) to a Visa Application Centre for validation.

END

See Also

[Assess](#)

[Assess Eligibility \(SMC\)](#)

[Assess Qualifications \(SMC\)](#)

[Assess Skilled Employment \(SMC\)](#)

[Assess Skilled Work Experience \(SMC\)](#)

[Assess Partnership \(SMC\)](#)

[Assess Dependent Children \(SMC\)](#)

[Assess English \(SMC\)](#)

[Assess Character \(SMC\)](#)

[Assess Health \(SMC\)](#)

[Making and Monitoring Third Party Checks](#)

[Request Additional Information](#)

[Send Potentially Prejudicial Information \(PPI\) Letter \(SMC\)](#)

[Create assignment record using application assignment tool](#)

[Assign applications \(Resident\)](#)

[Assess skilled employment following a JSV Deferral \(SMC\)](#)

[Respond to an information request \(SMC\)](#)

[Defer decision \(SMC applications accepted before 28 August 2017\)](#)

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# Global Process Manual

You are here: [Skilled Migrant Category \(SMC\)](#) > [Assess](#) > [Assess Character \(SMC\)](#)

## Assess Character (SMC)

### When to use

When assessing an SMC visa application against A5.1 Requirement of good character.

### Role

- Immigration Officer

### Guidelines

- Follow the [Assess Eligibility](#) SOP and related activities to complete a full assessment

### Steps

- Confirm that all required third party referrals have been made, for example:
  - NZPC: See SOP – [Making and Monitoring Third Party Checks](#)
  - NSC: See SOP – [Making and Monitoring Third Party Checks](#) or SOP - [Submit NSC Request](#)
  - SAT/RAT: See - SOP – [Making and Monitoring Third Party Checks](#)
- Take any appropriate action according to responses:
  - See SOP – [Making and Monitoring Third Party Checks](#)
- Consider results of external referrals, AMS warnings, notes relating to character from previous applications, and information provided in the current applications to assess applicant(s) character against A5.1.
- Any character issues identified?

If	Then...
Yes	Go to step 5
No	Character requirement met. Continue assessment using the case summary

- Assess whether the Fast Track waiver process can be applied
  - Has a previous character waiver been considered, and granted, for the character issues being assessed?

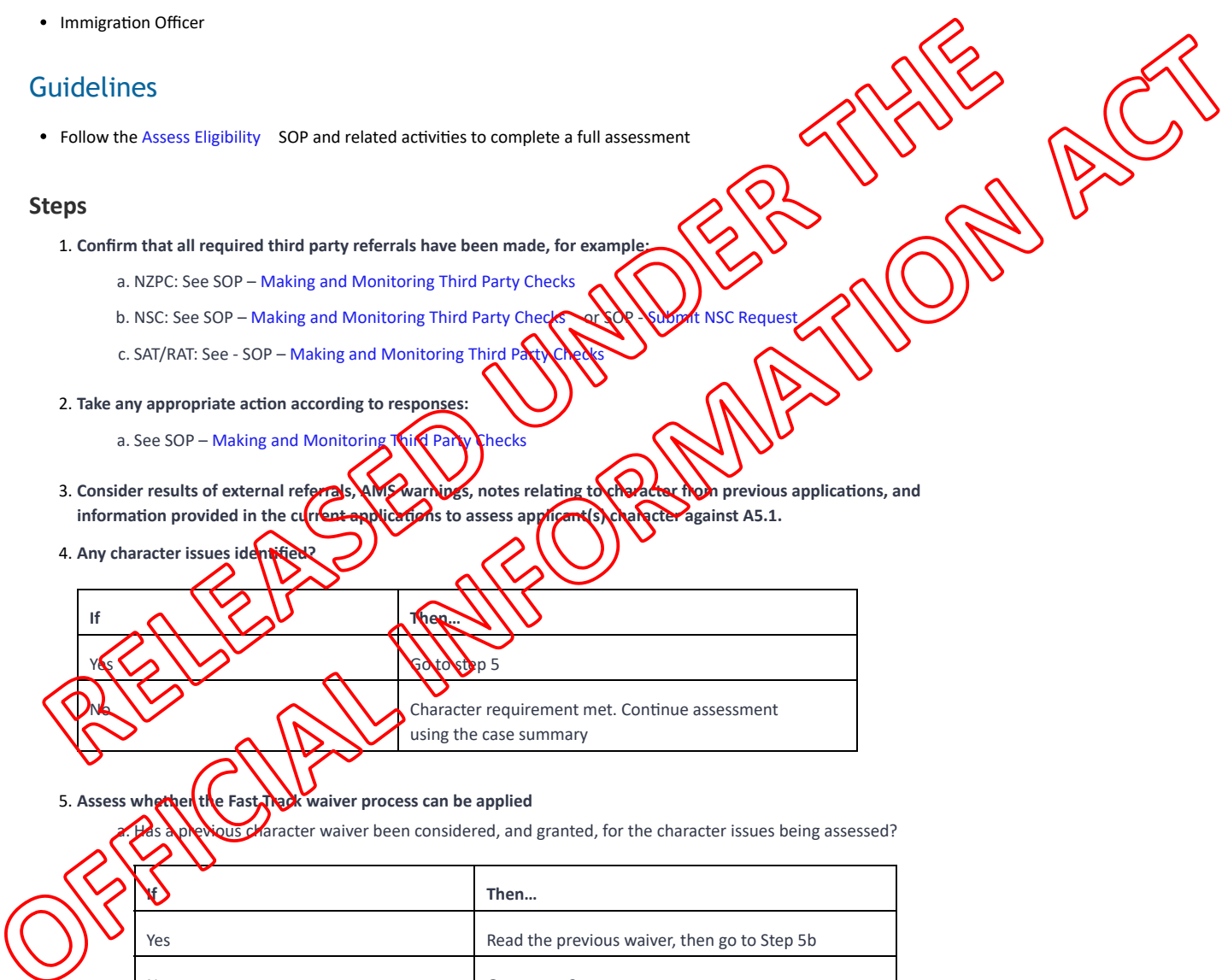
If	Then...
Yes	Read the previous waiver, then go to Step 5b
No	Go to step 6

- Was the previous waiver assessed, and granted, under Character Requirements for Residence (A5.25)?

If	Then...
Yes	Go to step 5c
No	Go to step 6

- Was the previous waiver granted in relation to a conviction of an offence involving violence or an offence of a sexual nature?

If	Then...
No	Go to step 5d



Yes	Go to step 6
-----	--------------

**Note:** Character issues relating to offending involving violence, or offending of a sexual nature, as described in A5.25, are excluded from the Fast Track waiver process.

d. Has the client declared their character concerns?

If	Then...
No, or the character concern has to do with false, misleading or withheld information in a previous application	Go to step 5e
Yes	Go to step 6

**Note:** INZ forms do not ask clients whether they provided false information in prior applications, so there is nothing to declare

e. Have any further character concerns been identified since the last waiver was granted?

If	Then...
No	Go to step 5f
Yes	Go to step 6

f. Have character instructions changed since the last waiver was granted?

If	Then...
No	Go to step 5g
Yes	Go to step 6

g. Has the applicant's purpose for their stay in New Zealand materially changed since the last waiver was granted?

If	Then...
No	Go to step 5h
Yes	Go to step 6

h. The fast-track character waiver criteria has been met. If the application meets the criteria for a fast-track assessment, no PPI is required, and an IO can make the character waiver decision.

i. Create a note in AMS to indicate the reasons for the decision. For example:

- Applicant has [x,y,z] character issues that fall under A5.25. The applicant was granted a character waiver for these concerns on a previous application. No new adverse information has been supplied. I have considered the applicants circumstances and will grant a character waiver.

**Note:** If at any time it appears that a waiver would not be granted (based on the steps from 5a to 5g), then revert to usual character waiver process from step 6 onwards.

End

See Also

[Assess](#)

[Assess Eligibility \(SMC\)](#)

[Assess Qualifications \(SMC\)](#)

[Assess Skilled Employment \(SMC\)](#)

[Assess Skilled Work Experience \(SMC\)](#)

Assess Partnership (SMC)

Assess Dependent Children (SMC)

Assess English (SMC)

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Respond to an information request (SMC)

Defer decision (SMC applications accepted before 28 August 2017)

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# Global Process Manual

You are here: [Skilled Migrant Category \(SMC\)](#) > [Assess](#) > [Assess Health \(SMC\)](#)

## Assess Health (SMC)

### When to use

When assessing a SMC application against A4 Health Requirements.

### Role

Immigration Officer

### Guidelines

- Follow the [Assess Eligibility SOP](#) and related activities to complete a full assessment

### Steps

#### 1. Identify any health warnings or new health information

On the client's alerts tab on AMS, check if the applicant has any health warnings or alerts that need to be addressed for this application.

Check if there is any new health information on the application.

Were there any warnings or health information that has not been addressed yet?

If	Then...
Yes	Go to step 3
No	Go to step 2

#### 2. Identify if a valid Medical Certificate has been provided and determine if health requirements A4.10 have been met

In the Immigration Health System (IHS), check if a medical is still valid or has been submitted and if it has been assessed. Using the health case(s) provided and use the most recent health case. Refer to [Searching for a Health Case in IHS](#) for alternative ways to search IHS and [Check the Health Case Status in IHS](#)



If the Health Details has not been entered in AMS, then in the Applicants tab, enter the IHS Health Details (NZER or NZHR and Health Outcome if available). Check the latest assessment notes or the outcome banner of the health case for details of the assessment conditions. The outcome banner on the top category. If it is unclear, refer to the latest assessment notes in the Case Summary tab. If there are no notes, then the medical certificate may have auto-

Client History	Assessed	Temporary Residence	ASH
		Temporary Residence	ASH

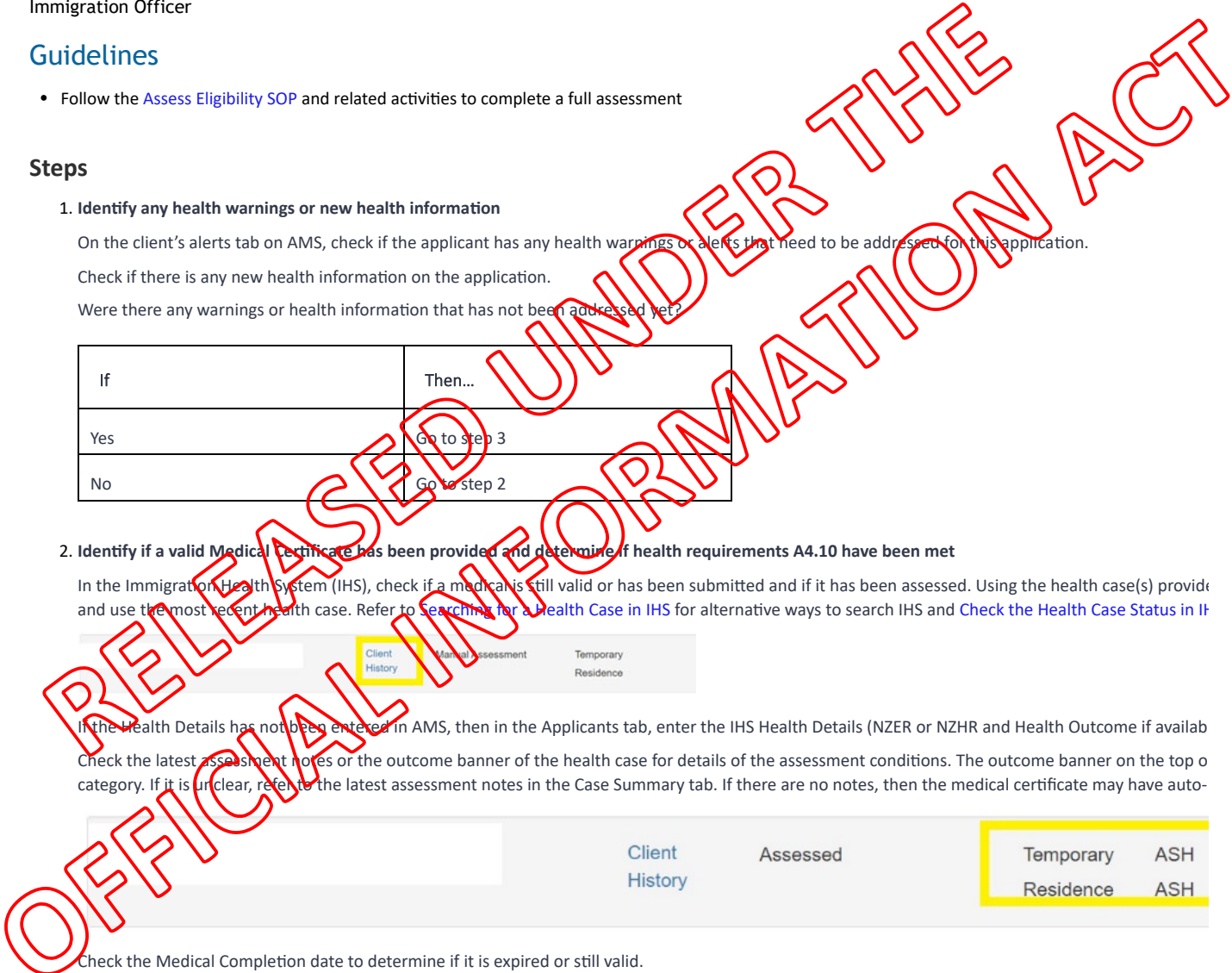
Check the Medical Completion date to determine if it is expired or still valid.

Client History	Assessed	Temporary Residence	ASH
		Temporary Residence	ASH

Case Summary	Case Timeline	Medical History	Health Requirements	HAT Assessment	MA Opinion
--------------	---------------	-----------------	---------------------	----------------	------------

Case Status	Assessed	Medical Expiry	06/01
<b>Medical Completion</b>	06/10/2021	<b>Medical Certificate</b>	X-ray
<b>Manual Assessment</b>	No		

Latest Assessment Conditions



**Health Assessment Note**

Check if the medical certificate in the health case meets the medical requirements for the visa application. Refer to SOP [Checking Medical Certificates in](#)

If	Then ...
The applicant submitted a General Medical Certificate and Chest X-ray and was ASH under Residence guidelines (and is within the 3 months medical completion date)	Complete the assessment by updating the case summary.
The applicant submitted a General Medical Certificate and Chest X-ray with a previous application and was ASH under Residence guidelines (and is within the 36 months medical completion date)	<p>The medical certificate can be re-used for this application.</p> <p>If the applicant has not indicated they have spent more than 6 consecutive months in a country not listed as having low incidence of TB (A4.25.10) since their last x-ray completion, their x-ray certificate can also be re-used for this application.</p> <p>Complete the assessment by updating the case summary.</p>
The applicant submitted a General Medical Certificate and Chest X-ray with a previous application and was ASH under Temporary <b>after referral</b> (and is within the 36 months medical completion date)	<p>The medical certificate can be re-used for this application but needs to be assessed under residence guidelines.</p> <p>If the applicant has not indicated they have spent more than 6 consecutive months in a country not listed as having low incidence of TB (A4.25.10) since their last x-ray completion, their x-ray certificate can also be re-used for this application but needs to be assessed under residence guidelines.</p> <p>Go to Step 3</p>
The health case has outstanding information	<p>Request the outstanding information. See SOP -<a href="#">Request Additional Information</a></p> <p>Go to Step 3</p>
The applicant submitted a General Medical Certificate and was Not ASH (and is within the 3 months medical completion date)	Go to Step 4

**Note:** The time taken to assess and finalise an application may mean that an applicant has spent more than six consecutive months in a country not o (A4.25.10) since their last chest x-ray. This is not in itself a reason to request a new chest x-ray certificate. Refer to Visapak 511 for guidelines on when requested.

**3. Refer health case to HAT**

- Re-open the health case to be assessed under Residence Guidelines by the Health Assessment Team (HAT). See SOP [Re-open a health case in IHS](#).
- Add the new 'Visa Details and Application Details' tab in IHS with the AMS information (AMS Client ID, Referral Note and Referral Type) and Visa Det Add in a 'Referral Note' with what you need for the new assessment. Refer to SOP [Update the visa details in a health case in IHS](#).
- If the client has provided further medical tests, then attach any relevant medical tests to the health case. Refer to [FAQs - Add attachments to a health case](#)
- Regularly check in IHS for any updates to the health case(s) you have queried. Once an outcome has been reached, refer to Step 2 of this SOP to det

**Address Health Concerns**

**4. Create Medical Concern PPI letter**

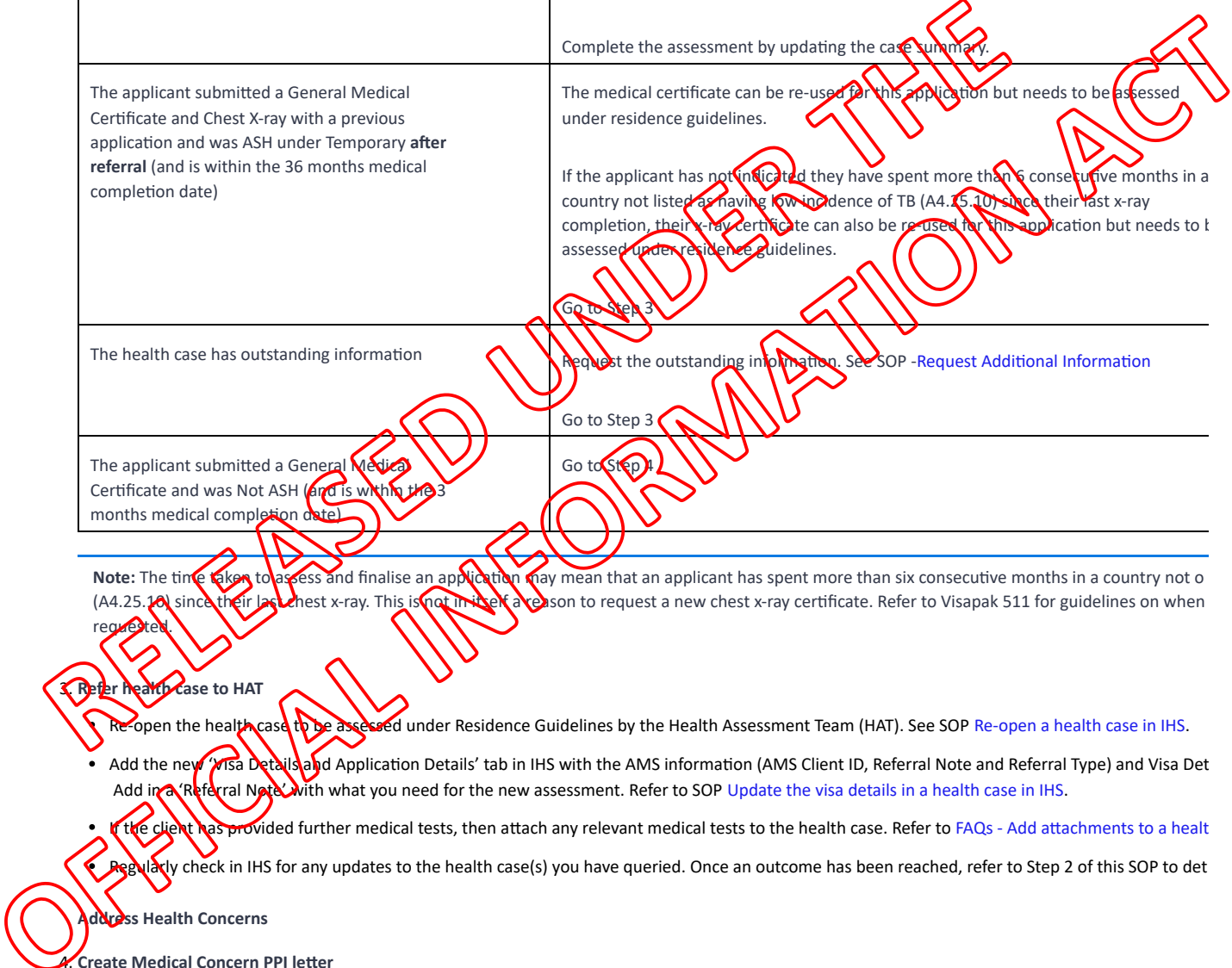
- Select the relevant template via AMS TLS (AMS V156 PPI Medical Assessor/MoE Assessor).
- Write the PPI letter following the template prompts.
- Include a due date in line with timeframe guidelines.
- Save as final in TLS.

**5. Send Medical Concern PPI letter**

- Email the PPI letter to the applicant.

**6. Create AMS note**

- Create a note in AMS stating the PPI letter has been sent.
- Include the due date for a client response.





**7. Make application non-actionable**

- Add an AMS Bring Up with the correct due date
- Add the "NA – PPI Response" reason in AMS Workflow
- Update the AMS Location to "Non-actionable"

**8. Original concerns disputed?**

Has the applicant’s response disputed the original concerns?

If	Then...
Yes	Go to step 9
No	Go to step 12

**9. Re-open health case or send request to Health Assessment Team (HAT)**

- Refer to the SOP [Request a reconfirmation for a disputed 'NOT ASH' medical opinion](#).
- Check that all disputing information is relevant to what was addressed in the PPI letter, health related and is complete.
- Check if the 'Not ASH' health outcome is final or not, and which medical certificate type it was assessed under.
- Check if the 'Not ASH' health outcome is final or not, and which visa category is was assessed under. This will determine if you need to re-open the [reconfirmation for a disputed 'NOT ASH' medical opinion](#). If required, re-open the health case and update the 'visa details and application details' in update the visa details in a health case in IHS).
- Upload any supporting information provided by the applicant into the health case.
- Add a 'Referral Note' to advise HAT what you need done next e.g. "Disputing information attached. Please refer for reconfirmation of 'Not ASH' health case".
- If you have determined that you should not re-open the health case, send an email request to HAT asking them to refer the applicant’s health case to HAT. Refer to SOP [Sending communications to HAT](#).
- Include any supporting information provided by the applicant in the email.
- Send a request to HAT asking them to refer the applicant’s health case to the original Medical Assessor (MA).
- Include any supporting information provided by the applicant.

**10. Await response from HAT**

- Regularly check in IHS for any updates to the health case(s) you have queried.
- Track the status of the health case to check when it has been reassessed. Check the Health Status Report for updates. Refer to SOP [Managing the Health Case](#) if you cannot understand what’s happening to the health case in IHS.

**11. Has the 'Not ASH' opinion been maintained?**

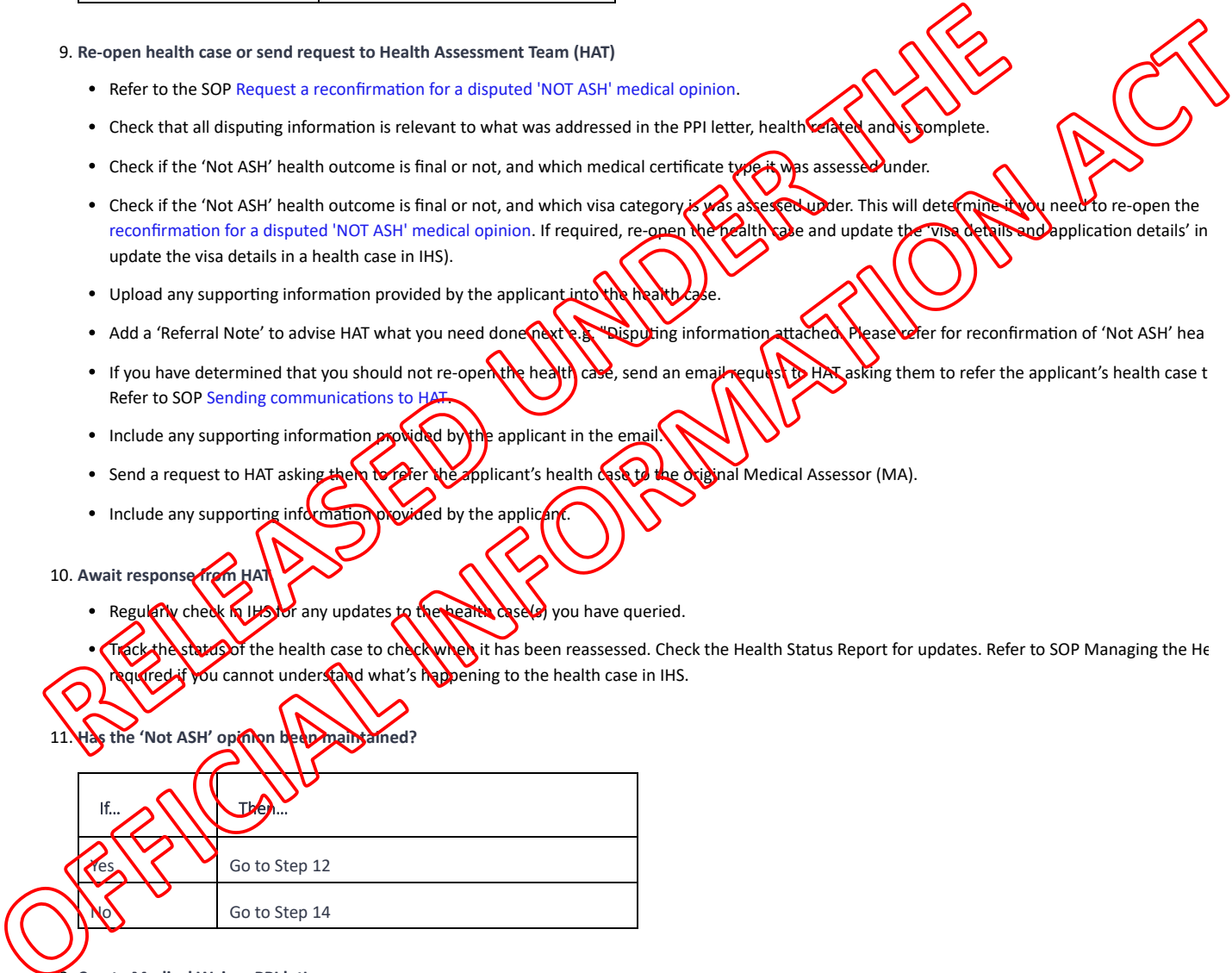
If...	Then...
Yes	Go to Step 12
No	Go to Step 14

**12. Create Medical Waiver PPI letter**

- Select the relevant template via AMS TLS (AMS V325 Medical Waiver PPI).
- Write the PPI letter following the template prompts.
- Include a due date in line with timeframe guidelines.
- Save as final in TLS.

**13. Send Medical Waiver PPI**

- Email the PPI letter to the applicant.
- Create a note in AMS stating PPI letter has been sent.
- Include the due date for applicant’s response.
- Add an AMS Bring Up with the correct due date
- Add the "NA - PPI Response" reason in AMS Workflow



- Update the AMS Location to "Non-actionable"
- Set a reminder for the due date in Outlook Calendar, AMS Bring Ups or other method.
- Await applicant's response and assess.

#### 14. Draft Waiver

- Select the relevant template via AMS TLS [V60 Medical waiver assessment]
- Complete the template content up to the 'Weighing and balancing of factors' section.
- Save as a draft in TLS.

#### 15. 2PC waiver

- Update the AMS Location to "Waivers"
- Forward the waiver recommendation to a Technical Advisor (TA) or Immigration Manager (IM) for Waiver review
- The TA/IM will complete the remaining sections, make a final decision on the medical waiver, and return.

#### 16. Complete the health assessment

- Complete assessment by updating the case summary.

End

See Also

[Assess](#)

[Assess Eligibility \(SMC\)](#)

[Assess Qualifications \(SMC\)](#)

[Assess Skilled Employment \(SMC\)](#)

[Assess Skilled Work Experience \(SMC\)](#)

[Assess Partnership \(SMC\)](#)

[Assess Dependent Children \(SMC\)](#)

[Assess English \(SMC\)](#)

[Assess Identity \(SMC\)](#)

[Assess Character \(SMC\)](#)

[Making and Monitoring Third Party Checks](#)

[Request Additional Information](#)

[Send Potentially Prejudicial Information \(PPI\) Letter \(SMC\)](#)

[Create assignment record using application assignment tool](#)

[Assign applications \(resident\)](#)

[Assess skilled employment following a JSV Deferral \(SMC\)](#)

[Respond to an information request \(SMC\)](#)

[Defer decision \(SMC applications accepted before 28 August 2017\)](#)

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# Global Process Manual

You are here: [Skilled Migrant Category \(SMC\)](#) > [Assess](#) > [Making and Monitoring Third Party Checks](#)

## Making and Monitoring Third Party Checks

### When to Use

- Immediately on being allocated an SMC application
- While processing an SMC application where third party referrals have been made

### Role

- Immigration Officer
- Support Officer

### Guidelines

- Follow the Assess Eligibility SOP and related activities to complete a full assessment

### Steps

#### 1. Have all third-party checks been submitted?

Ensure the required third-party checks have been correctly requested.

- NZ Police Check
- National Security Check
- Referral to SAT/RAT

If	Then
Yes	Go to Step 10
No or uncertain	Ensure the required third-party check has been submitted: Step 2 – NZPC Step 5 – SAT Step 7 – NSC Step 8 – RAT

#### 2. Third party check – NZPC

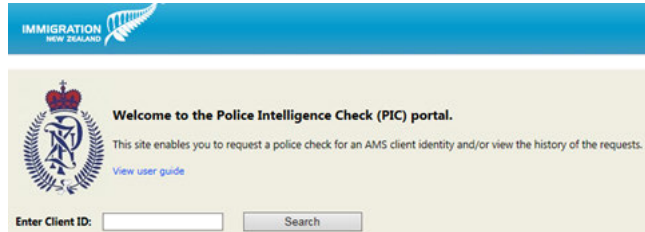
Determine whether the client (as well as all included secondary applicants) requires a New Zealand Police Certificate (NZPC)

Check type	Note...
New Zealand Police Certificate (NZPC)	For the SMC visa, a New Zealand police certificate is required for clients who are aged 17 and have spent a total of 12 months or more in New Zealand at the time their application is lodged. Existing, current NZPCs that are less than six months old at the time the SMC application is accepted can be used again. <b>Note:</b> Clients who have never been to New Zealand do not require an NZPC. If the client requires a NZPC, then request one using the Police Intelligence Check (PIC) portal. <b>Go to step 3.</b> If the client does not require a NZPC. <b>Go to step 5.</b>

#### 3. Access the NZ Police Checks Online Portal

New Zealand Police checks are requested from Police National Headquarters by using the [NZ Police Checks Online](#)

Portal .



**4. Submit or check whether a NZPC has been submitted through the Police Intelligence Check (PIC) portal**

Follow the instructions given in the [portal user guide](#).

**5. Third Party Check – Specialist Assessment Team (SAT)**

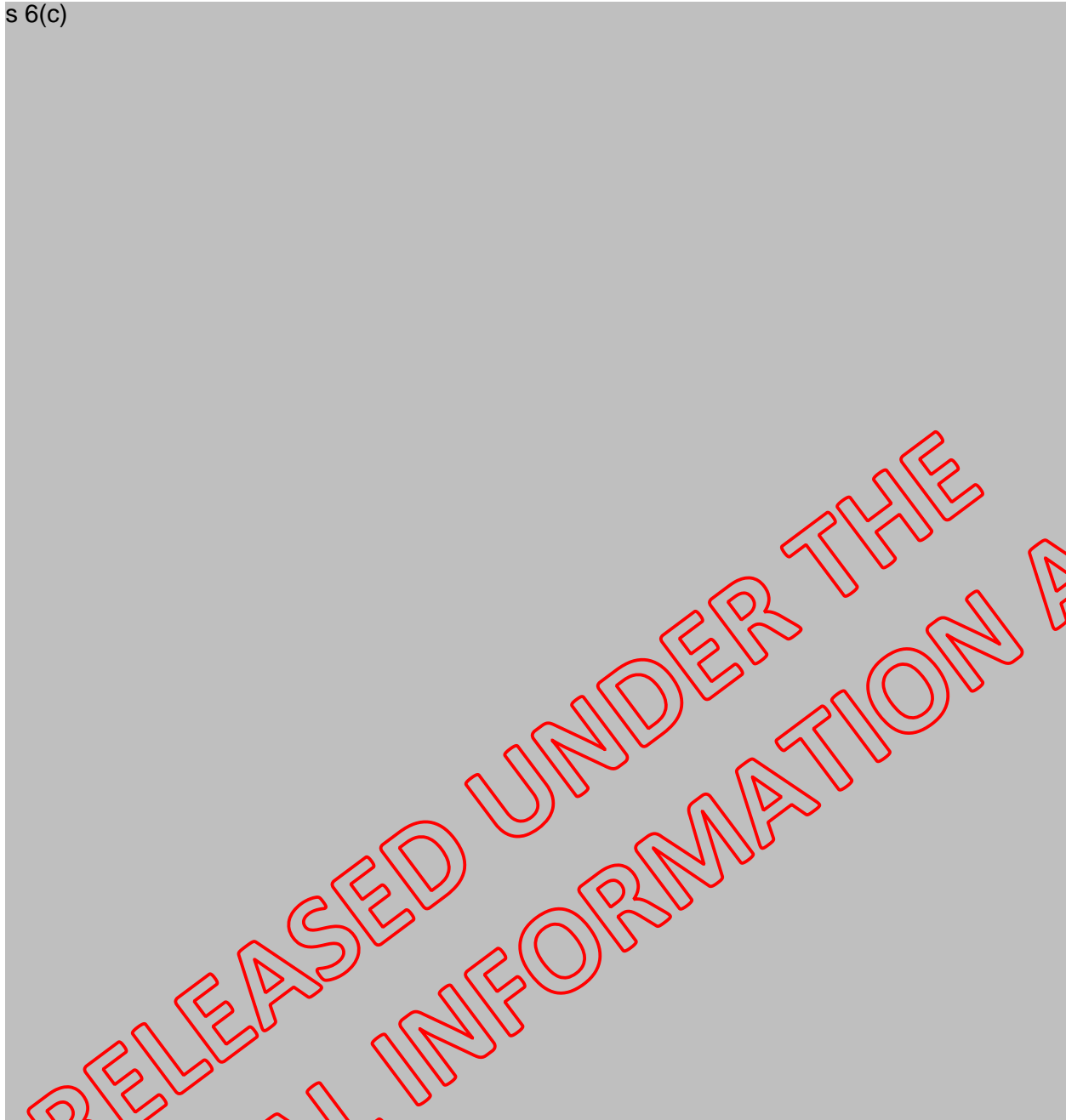
Check whether NADO has referred the case to SAT (indicated in AMS)

If	Then
Yes	Search for the application number in Manukau's SAT inbox*. SAT's response to NADO's referrals should be sent to that inbox within 7 working days of SAT receiving the request from NADO.  Go to step 6
No	Go to step 7

\*Manukau SAT Referral

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10. Is the application ready to be finalised pending third party checks?

If	Then...
Yes	Go to Step 11
No	Continue assessing the application. Then go to step 11

11. Make application non-actionable

- a. Add an AMS Bring Up with the correct due date.
- b. Add the correct NA reason in AMS Workflow.
- c. Update the AMS Location to Non-actionable.
- d. Change the Case Manager to 'Queue, Pending Skilled Residence'.

12. Add an AMS note: "Pending internal validation – SAT" (or RAT/NSC/NZPC) as the case may be.

13. Await response

Await the application to be made actionable or receipt of further information from third party agencies, clients or within INZ and action.

---

**Note:** If NZPC results have not been received within 20 working days, the queue manager should email Operations Support (INZBVOOperationsSupport@mbie.govt.nz) to follow up.

If	Then...

You are awaiting a NZPC referral	Go to step 13
You are awaiting a NSC referral	Go to step 15
You are awaiting a SAT referral	Follow the guidance provided at step 6
You are awaiting a RAT referral	Follow the guidance provided at step 8

**Awaiting NZPC Referral**

s 6(c)

**15. Monitor for results of the NZPC**

See [portal user guide](#)

If	Then...
You are still awaiting a NSC referral	Go to step 15
You are no longer awaiting any third-party checks	Go to step 20

**Awaiting NSC Referral**

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See Also

[Assess](#)

[Assess Eligibility \(SMC\)](#)

[Assess Qualifications \(SMC\)](#)

[Assess Skilled Employment \(SMC\)](#)

Assess Skilled Work Experience (SMC)

Assess Partnership (SMC)

Assess Dependent Children (SMC)

Assess English (SMC)

Assess Identity (SMC)

Assess Character (SMC)

Assess Health (SMC)

Request Additional Information

Send Potentially Prejudicial Information  
(PPI) Letter (SMC)

Create assignment record using  
application assignment tool

Assign applications (resident)

Assess skilled employment following a  
JSV Deferral (SMC)

Respond to an information request (SMC)

Defer decision (SMC applications  
accepted before 28 August 2017)

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# Global Process Manual

You are here: [Skilled Migrant Category \(SMC\)](#) > [Assess](#) > [Send Potentially Prejudicial Information \(PPI\) Letter \(SMC\)](#)

## Send Potentially Prejudicial Information (PPI) Letter (SMC)

### When to use

When an applicant does not appear to meet all applicable immigration instructions.

### Role

Immigration Officer

### Guidelines

- Follow the Assess Eligibility SOP and related activities to complete a full assessment
- Follow the SMC Setting Due date guidelines to determine how long to allow a client to respond to the letter:

Information being requested	Timeframe
Response to PPI letter	10 working days

**Note:** See SOP – Request additional information for a full list of SMC setting due date guidelines.

#### 1. Open AMS

Go to the Application Details screen.

#### 2. Open the Template Letter System

In the AMS Application Details screen, click the Template icon to open the Template Letter System (TLS). 

#### 3. Create PPI letter

- Select relevant template via AMS TLS.
- Write the PPI letter following the template prompts
- Save as final in TLS.

#### 4. Send PPI letter

- Email the PPI letter to the client or their representative, if they are represented by an adviser, lawyer or exempt person. See SOP [Email communications](#).
- In AMS notes, record:
  - That correspondence has been sent to the client
  - The nature of the communication
  - Any timeframes given.

#### 5. Make application non-actionable

- Add an AMS Bring Up with the correct due date.
- Add the “NA – PPI Response” reason in AMS workflow.
- Update the AMS Location to “Non-actionable”.

#### 6. Await response

Await the application to be made actionable.

#### 7. Has a request for information been made (for example, under the Official Information Act)?

If...	Then...

Yes	See SOP Respond to an information request
No	Go to Step 8

**8. Response received by due date?**

- Yes, go to Step 9
- No, go to Step 10

**9. Attach the response and any supporting information to file**

If...	Then...
The application is in paper	Attach the response and any supporting information to the physical application file.
The application is on Plone	a) Log in to the SAFER system using Chrome or Edge. b) Copy the Plone reference number from the AMS notes in the application, then paste this into the search field. Open the corresponding application. c) Upload the response and any supporting information onto SAFER under the corresponding application number.

**10. Assess response**

Assess the applicant's response and save the assessment (updated case summary) in AMS. Have all the concerns been adequately addressed?

If...	Then...
Yes	Go to step 11
No	Go to SOP Decline application.

**11. Determine if there are any new concerns**

Have any new concerns arisen from the PPI response or the assessment of this response?

If...	Then...
Yes	The PPI process may need to be repeated. Consult with a Technical Advisor before sending a second PPI letter. Record this advice in AMS.
No	Go to SOP Send AIP Letter or SOP Finalise application – e-Visa and comms

End

See Also

[Assess](#)

[Assess Eligibility \(SMC\)](#)

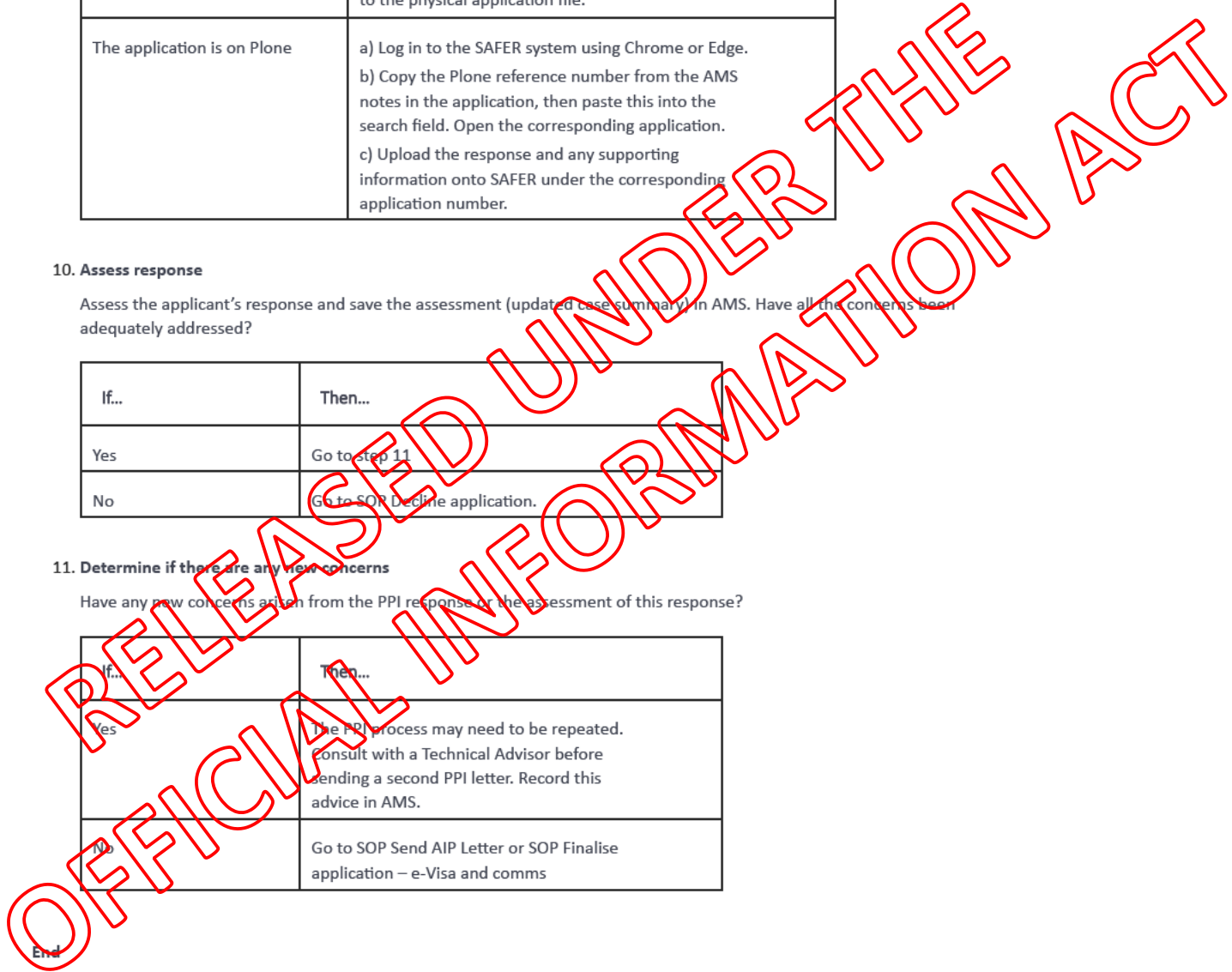
[Assess Qualifications \(SMC\)](#)

[Assess Skilled Employment \(SMC\)](#)

[Assess Skilled Work Experience \(SMC\)](#)

[Assess Partnership \(SMC\)](#)

[Assess Dependent Children \(SMC\)](#)



Assess English (SMC)

Assess Identity (SMC)

Assess Character (SMC)

Assess Health (SMC)

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# Global Process Manual

You are here: [Skilled Migrant Category \(SMC\)](#) > [Assess](#) > [Create assignment record using application assignment tool](#)

## Create assignment record using application assignment tool

### When to use

When a residence application has been lodged, pre-assessment checks have been completed and it is ready to be assigned to an IO for processing.

**Note:** If the application is urgent but does not need to be assessed immediately, it should be marked as a priority by the Immigration Manager in AMS Workflow so that it is given priority by the tool.

If an application requires urgent assessment and needs to be assessed immediately it can be assigned directly without using the tool.

### Role

- Technical Advisor
- Senior Immigration Officer

### Prerequisites

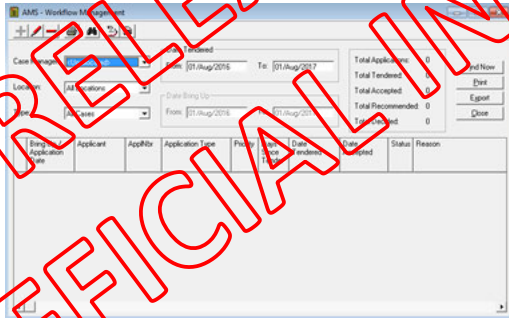
Open the [Application Assignment Tool \(AAT\)](#) and ensure that staff training information is up to date using the “Who does what” tab.



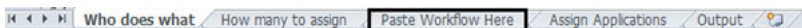
**Note:** You can use this to direct certain application types to specific people within the team.

### Steps

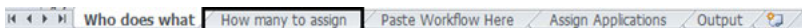
1. Export workflow from AMS from the relevant managed queue.



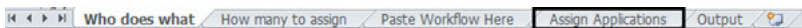
2. Save the file so that it can be opened and used in the tool.
3. Open up the saved workflow file, and copy and paste it in to the relevant tab on the Application Assignment Tool (AAT) named “Paste workflow here”



4. Enter the number of applications you wish to assign to each Immigration Officer using the “How many to assign” tab.



5. Go to the “Assign Applications” tab, and click the “Assign” button.



A copy of the assignment record will be generated in PDF format. Save this record in the appropriate location in MAKO and send the MAKO link to the support team so that they can assign the relevant files to the Immigration Officers.

**Note:** If you assign a certain number of applications to an immigration officer, but the tool allocates less than this, it may be because there is not enough of that application type.

For more information about how to use the AAT, see the [AAT User Guide](#).

End.

See Also

[Assess](#)

[Assess Eligibility \(SMC\)](#)

[Assess Qualifications \(SMC\)](#)

[Assess Skilled Employment \(SMC\)](#)

[Assess Skilled Work Experience \(SMC\)](#)

[Assess Partnership \(SMC\)](#)

[Assess Dependent Children \(SMC\)](#)

[Assess English \(SMC\)](#)

[Assess Identity \(SMC\)](#)

[Assess Character \(SMC\)](#)

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# Global Process Manual

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## Assign applications (resident)

### When to use

When the Technical Advisor/Senior Immigration Officer has notified the Support Team that an assignment record has been created and is ready for assignment.

### Role

- Support Officer

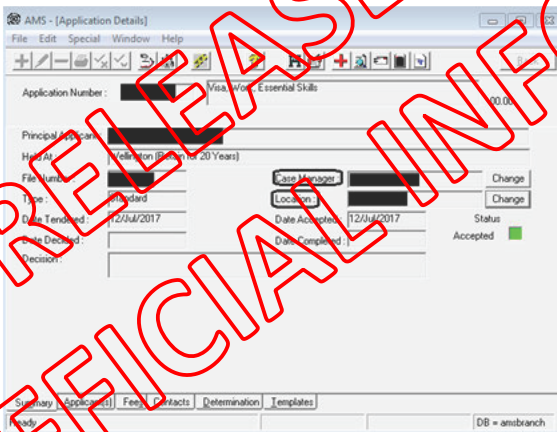
### Prerequisites

A Technical Advisor/Senior Immigration Officer has created an assignment record and notified the Support Team that it is ready for assignment.

### Steps

If	Then
A paper application	Start at step 1
An online application	Start at step 2

1. For paper applications, physically retrieve the applications that need to be assigned from the filing room/managed queue.
2. In AMS, locate the application and change the Case Manager to the appropriate Immigration Officer as per the assignment record.



3. Change the AMS Location from "Unassigned" to "Assigned".

**Note:** You do not need to manually add AMS notes to because these will be automatically created when Case Manager or Location is changed.

4. For paper applications, deliver the applications to the Immigration Officer

End

See Also

[Assess](#)

[Assess Eligibility \(SMC\)](#)

[Assess Qualifications \(SMC\)](#)

[Assess Skilled Employment \(SMC\)](#)

Assess Skilled Work Experience (SMC)

Assess Partnership (SMC)

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# Global Process Manual

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## Assess skilled employment following a JSV Deferral (SMC)

### When to use

When an applicant has obtained an offer of employment within the deferral period.

### Role

Immigration Officer

### Guidelines

- If the applicant has only provided a certified copy of their passport(s) at lodgement, request the original passport(s) as required (for example, to complete a passport scan, or assess the applicant's identity). Once received, complete scan if required - see SOP Scan travel document
- Assessment templates have been revised so that one standardised template can be used at all offices (see standardised Assessment templates at the end of this SOP)
- Use the SMC Visa Assessment Tool (VAT); refer to [Working with the SMC Visa Assessment Tool](#) and other VAT SOPs.
- Follow the [Setting due dates guidelines](#) (on a case-by-case basis) to determine how long to allow a client to provide required information
- Follow the [SMC timeframe expectations](#) to achieve overall SMC expectations
- Follow the timeframes in the table below when assessing an SMC application.

Action	Timeframe
Complete initial assessment	Within five working days of being assigned
Follow-up when requested information is not provided by due date (see below guidance)	Within 24 hours of being made actionable
Assessment of further information received	Within 3 working days of being made actionable
Write PPI letter	Within 3 working days of identifying potentially prejudicial information

### Steps

1. [Select ANZSCO code](#)

Contact the applicant and request them to select the ANZSCO code they want their employment assessed against.

2. [Required documents provided?](#)

Have the following required documents been provided?

- Full employment agreement
- Job description
- Employer's contact details
- Any other relevant supporting documents

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If	Then ...
Yes	Go to Step 3
No	Contact applicant and request documents Give timeframe Await response

### 3. ▶ Verify employment▶

Verify and assess the applicant's employment.

Does employment meet [SM6](#) Skilled Employment?

▶ If▶	▶ Then ...▶
Yes	Add details of verified skilled employment using the VAT Go to the ▶ <a href="#">Decide and Finalise</a> ▶ process
No	Go to Step 4

### 4. ▶ Create PPI letter▶

- Select relevant template from AMS TLS (AMS V68 Letter requesting comment on potentially prejudicial information or V71 Letter requesting comment on potentially prejudicial information for Skilled Employment).
- Write the PPI letter following the template prompts.  
Outline concerns regarding employment. Outline the date by which they are required to obtain an offer of skilled employment (end of deferral period).
- Save as a draft in TLS.
- Email the letter to the applicant.

### 5. ▶ Create AMS note▶

Note any remaining time on applicant's deferral period.

Note the date by which they are required to obtain an offer of skilled employment.

- Update the AMS Location to "Non-Actionable"
- Update the AMS workflow reason to "NA – PPI response", and wait for a response from the applicant.
- Create an AMS Bring Up with the due date.
- Place the physical file in the non-actionable cabinet for the Support Team to monitor.

### 6. ▶ Evidence of skilled employment provided?▶

Has the applicant provided evidence of obtaining an offer of skilled employment before end of deferral period?

If	Then ...
Yes	Use the VAT to add details of verified skilled employment. Go to the <a href="#">Decide and Finalise</a> process
No	Use the VAT to add a summary of concerns put to the client for comment, their comment and weighing and balancing of all factors. Go to the <a href="#">Decide and Finalise</a> process

See Also

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