



Accredited Employer Work Visa Job Check Policy

Facilitator guide



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Introduction

Purpose

The purpose of this course is to deliver Stage 2 Job Check of the Accredited Employer Work Visa (AEWV) stream. This will be achieved by introducing the pathway attributes, application criteria, and then learning through practical experience working on case studies to provide an end-to-end view of the process.

Learning outcomes

At the end of this course, learners will be able to:

- explain what the Accredited Employer Work Visa is and why it's important
- describe what's involved in stage 2 of an Employer Accreditation Work Visa application
- use immigration instructions to check stage 2 Job Check requirements have been met in an application
- apply the end-to-end process when assessing stage 2 Job Check application.

Audience

This course has been developed for immigration officers that will be processing AEWV Stage 2 Job Check.

Duration

1 day

Prerequisites

Before undertaking this course, the learner must have completed all courses in the 'First Steps' and 'My Role' stages of the induction.

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Preparation

Guide layout

This guide uses the following layout:

Time	Topic	Resource	Your Notes
Suggested time for each section.	Instructions on how to deliver each section.	Resources needed for each section.	Background information for each section, including where content is specific to a particular role/audience. Also includes space for your notes.

Facilitator topics

The Facilitator Topics, listed in the right-hand column of each lesson plan, are designed to help the facilitator prepare for the delivery of this course. They provide generic information as well as links to relevant information, including instructions and external websites. As you deliver the course, keep the Facilitator Topic open in the background, so that you have the links at hand when you want to demonstrate or show information on the screen to learners.

Availability of Technical Advisor

Before delivering this course, contact the target training site to arrange for a Technical Advisor (TA) to be available for the full duration of the course to support facilitation and to oversee the processing of live applications.

Note: please ensure that during the practice days with the TA the learner works on applications using the full process, not the streamlined process.

General Instructions & Technical Advisor

This guide has references to SOPs. Discuss with TA how to run these sections as there may be a general instruction in place which may override normal processing activities.

Resources

- Facilitator computer and projector
- Participant computers
- Pens and whiteboard markers
- Job Check Policy PowerPoint
- Handout of application form
- Handout of job check approval letter
- AEWV Overview Graphic
- [Accredited Employer Work Visa Job Check Instructions \(Operational Manual\)](#)
- [Accredited Employer Work Visa Job Check Standard Operating Procedures \(Global Process Manual\)](#)

Room set-up

Refer to the Learning Delivery Team for suggested room set-up.

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Course outline

Time	Topic
5 minutes	Welcome Purpose: To welcome learners to the workshop.
50 minutes	About Accredited Employer Work Visa and Job Check Purpose: To learn what the Accredited Employer Work Visa is, why it's important and how to apply.
2 hours	Requirements for a Job Check Purpose: To learn and gain practical experience using tools to follow processes and procedures which support assessing application concerns.
10 minutes	Calculating Remuneration Purpose: To learn about calculating remuneration for jobs in relation to the median wage threshold.
10 minutes	Processing and verification requirements Purpose: To learn about different outcome options when processing a Job Check.
10 mins	Considering a Job Check Purpose: To learn about PPI and Waivers in relation to Job Check processes.
1 hour 55 minutes	Live application with TA

Time	Topic
5 minutes	Close
6 hours	TOTAL

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Welcome and introduction

By the end of this topic, learners can describe what they will learn in this session.

Resources

- Job Check Policy PowerPoint

Lesson plan

Time	Topic	Resource	Notes
5 mins	<p>Session outline and learning outcomes</p> <p><i>Explain that we will cover the topics listed on the slide. Also read out the learning outcomes, as they differ slightly from the topic titles.</i></p> <p>By the end of this session, you'll be able to:</p> <ul style="list-style-type: none">• provide an overview of the Job Check process, job tokens, and applying for a Job Check.• provide an overview of the requirements of a Job Check.• calculate the remuneration for a job based on detail in an employment agreement.• describe the outcome options for processing a Job Check and explain when each option applies.• provide an overview of the PPI, Waiver, and Job Check reconsideration processes.• navigate the policy instructions to find answers to questions.	Slide 2	

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About Accredited Employer Work Visa

Topic outcomes

By the end of this topic, learners will be able to:

- explain what the Accredited Employer Work Visa is and why it's important
- describe what's involved in stage 2 of an Employer Accreditation Work Visa application
- use immigration instructions to confirm stage 2 Job Check requirements.

Resources

- Job Check Policy PowerPoint
- AEWV Overview Graphic.pdf
- Handout of application form.pdf
- Handout of job check approval letter
- [Job Check Instructions \(Operational Manual\)](#)

Lesson plan

Time	Topic	Resource	Notes
10 mins	<p>The Accredited Employer Work Visa policy – What is it?</p> <p><i>Explain</i></p> <p>Businesses are encouraged to train, upskill and hire New Zealand workers before they hire migrants. Employers who can't find suitable New Zealanders for a role, can apply to hire migrants on the Accredited Employer Work Visa (AEWV).</p> <p><i>Play this video to give learners an overview Accredited Employer Work Visa</i></p> <p>https://www.youtube.com/watch?v=1nz6navMjjQ</p> <p><i>Show slide 3 to recap and give learners the AEWV Overview Graphic to refer to throughout the session.</i></p> <p>There are three stages in the Accredited Employer Work Visa that must be completed and approved by INZ before the migrant can start their employment.</p>	<p>Slide 3</p> <p>AEWV Overview Graphic.pdf</p>	

10 mins	<p>These are:</p> <ul style="list-style-type: none"> • Employer Accreditation - the employer must be granted an employer accreditation (WA2) • Job Check - the accredited employer must have a Job Check approved by INZ for any vacancy they need to fill with a non-New Zealand citizen or resident worker (WA3) • Work Visa - a non-New Zealand citizen or resident worker must be granted an Accredited Employer work visa (WA4). <p>Today we'll look at the second check, stage 2 Job Check. Prior to the job check, the employer is accredited (stage 1) and the job they are offering must be checked and approved before an applicant can apply for it. Our focus is on assessing the job to make sure it meets INZ requirements. We are not re-assessing stage 1 Employer Accreditation, that's been completed and approved by this stage.</p> <p><i>Explain</i></p> <p>Before we get started let's take a moment to explore the purpose of the AEWV pathway and what it aims to achieve.</p> <p><i>Demonstrate how to open the Operational Manual</i></p> <ul style="list-style-type: none"> • Go to Te Taura > INZkit > Operational Manual • On the left-hand side click Temporary entry class visa • Click Work visas • Click on WA Accredited Employer Instructions <p>The objective of Accredited Employer instructions (WA1.1) Organise the class into pairs, allow 5 minutes to research the question as shown. Ask: What are the 4 objectives of the Accredited Employer instructions? WA1.1(a)-(d)</p> <ul style="list-style-type: none"> • Bring the group back together Ask: Who can get me started on one of the objectives? Repeat for each objective. • Reveal on the slides what the objectives are and discuss 	Slide 4	Slide 5
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	<p><i>Explain</i> The Accredited Employer instructions contribute to the overall objective of the ‘Work instructions’ by:</p> <ul style="list-style-type: none"> • incentivising employers to employ more New Zealanders to respond to skill and labour shortages over time; and • ensuring that employers only recruit non-New Zealand citizen or residents for genuine shortages, while not displacing New Zealanders from employment opportunities or hindering improvements to wages or working conditions; and • reducing risks around business models and practices that might enable migrant exploitation; and • ensuring that employers are compliant with specific employment, immigration, and business standards, as set out in the instructions. <p><i>Summarise</i> AEWV is a way of giving suitable New Zealanders the chance to apply for work before it is offered to someone from overseas, and making sure employers offer attractive wages to New Zealanders.</p>		
5 mins	<p>Job Check process overview</p> <p><i>Show the slide and talk through the steps, emphasising that the policy focusses on the light blue section.</i></p> <p>Job tokens</p> <p><i>Explain</i></p> <ul style="list-style-type: none"> • When a job has been checked and approved by INZ it is assigned a unique job token. The token contains the details of the approved job. When an applicant (migrant) applies for the approved job under AEWV Stage 3, they’ll need to enter the job token reference into the online application portal when they make their application for an Accredited Employer Work Visa. This job token proves the job has been checked and approved. • The employer profile in ADEPT contains details of applicant(s) who have applied for jobs. From the employer profile, immigration officers can see what job tokens have been issued. 	Slide 6	

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10 mins	<p><i>Explain</i></p> <p>Let's take a look at an example application form from an applicant to get a sense of the information they need to provide.</p> <p><i>Give learners a copy of the application form and the job check approval letter, give them 10 mins to read through asking them to focus on the sections mentioned below. This example is for Jattana Enterprises Limited who applied for their job to be approved.</i></p> <ul style="list-style-type: none"> • Role, location and job requirements – (Page 1 - 2) • Remuneration and hours of work – (Page 2 - 4) • Advertising – (Page 4 – 5) • Employment agreement – (Page 5) • Supporting documents – (Page 6) • Declarations made by the applicant – (Page 7 – 9) <p><i>Explain</i></p> <p>On page 5 of the application form, you can see an applicant can fill in and complete the online form themselves or pay for assistance from a licensed immigration advisor.</p> <p><i>Explain</i></p> <p>Let's use the Operational Manual to see what's involved when applying for a Job Check. If you didn't save it as a favourite in your browser last time, here's how to find it.</p> <p><i>Demonstrate how to open the Operational Manual</i></p> <ul style="list-style-type: none"> • Go to Te Taura > INZkit > Operational Manual • On the left-hand side click Temporary entry class visa • Click Work visas 	<p>Handout of application form.pdf</p> <p>Handout of job check approval letter.pdf</p>	
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<p>10 mins</p>	<p>Click on WA Accredited Employer Instructions > WA3 Job Check instructions</p> <p>Applying for an Accredited Employer Work Visa Job Check instructions (WA3.5)</p> <p>Organise the class into pairs, allow 10 minutes to research the question as shown. <i>Ask: What evidence does an applicant need to include with their online form? WA3.5(a-e)</i></p> <p><i>Bring the group back together</i> <i>Ask: Who can get me started on one of the requirements? Repeat for each objective.</i></p> <p><i>Reveal each point on the slide and explain:</i></p> <ul style="list-style-type: none"> • Applications must be made using the INZ online form. • Employers must include evidence demonstrating that they meet the Job Check instructions, including: <ul style="list-style-type: none"> – a detailed job description; and – a proposed employment agreement; and – if a labour market test is required, evidence of advertising the job. • A fee must be paid. • Multiple jobs may be included in a Job Check application if the certain details are the same for all jobs. E.g. An employer needs 3 Plumbers all with identical job titles, location and terms of work. <p>Note - These bullet points are a summary. See the policy for full detail. <i>Ask: What sort of details do you think will need to be the same to allow multiple jobs to be included in a single Job Check application?</i></p> <p>Answer: The proposed:</p> <ul style="list-style-type: none"> • occupation, and • location, and • minimum guaranteed remuneration and maximum remuneration; and • type of agreement (permanent or fixed term); and <ul style="list-style-type: none"> i. the minimum qualifications, work experience, skills or other specifications required for the job; and 	<p>Slide 7</p>	<p>Labour Market Test</p> <p>Employers are required to make genuine attempts to recruit New Zealanders. The labour market test means that only once it has been established that no New Zealander can be found to fill a position, the specific job may be offered to an overseas job seeker.</p>
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	<ul style="list-style-type: none"> ii. the job description; and iii. the proposed employment agreement included with the application; and iv. where a labour market test is required (WA3.20(a)), the jobs are included in the same set of advertising. <p>For example: If a restaurant wants to hire 1 x Chef and 2 x Chef de Parties, these roles could not all be included in the same job check, because even though they are all Chefs, they are not all the same type of Chef, and have different job descriptions. In this case the employer would apply for one Job Check for 1 x Head Chef, and another Job Check for the 2 x Chef de Parties.</p>		
5 mins	<p>What happens in the background</p> <p><i>Use slide 8 to explain what happens when the client submits their online application form.</i></p> <p><i>Explain in relation to the Manual Assessment box on slide 8.</i></p> <ul style="list-style-type: none"> • During the automated assessment of the application, our system may detect concerns e.g. an acceptable employment concern and risk assessment concern that need to be assessed further by an immigration officer. • An activity is created by the system for each concern for an immigration officer, in this case Edmund, to manually assess each concern before a decision can be made on the application. • At this stage Job Check applications will be case managed (rather than activity-based) by immigration officers, which means you'll assess all concerns relating to a single application. 	Slide 8	

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Requirements for a Job Check

By the end of this topic, learners can provide an overview of the requirements of a Job Check.

Resources

- Job Check Policy PowerPoint
- [Accredited Employer Work Visa Job Check Instructions \(Operational Manual\)](#)
- [Accredited Employer Work Visa Job Check Standard Operating Procedures \(Global Process Manual\)](#)
- Immigration view of version 1.3 of the ANZSCO provided by Statistics New Zealand:
<http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/hgbQw1g89dLcxOHS>
- [Market rate reference for selected occupations.](#)

Lesson plan

Time	Topic	Resource	Notes
10 mins	<p>INZ tools for assessing applications</p> <p>Briefly explain the INZ tools used when assessing applications.</p> <p>Ask learners to navigate to each tool and encourage them to save both tools as favourites in their web browser.</p> <p>Tools</p> <ul style="list-style-type: none"> • Operational Manual – we've already been looking at the Operational Manual, which are the immigration instructions we use based on the Immigration Act. • Global Process Manual – contains step-by-step standard operating procedures (SOPs) for processing visa applications. <p>Instructions for accessing Global Process Manual</p> <p>On Te Taura (The Link) go to About us, select Our groups, then Immigration New Zealand, then Resources, finally click INZkit to access the following:</p>	Slide 9	

10 mins	<p>1. Click Processing applications, click on View under 'Global Process Manual', click Accredited Employer, click Job Check</p> <p>2. Click on Assess Job Check then click Assess General Job Check</p> <p>Ask learners to focus on 'When to use', 'Context' and point 1 'Assess whether the applicant is suitably qualified to do the job where the occupation requires registration'. Explain that each step in the SOP relates to an individual assessment criteria generated by ADERT, you do not need to follow the SOP through step by step. You can just refer to the relevant step of the SOP for details on how to assess an assessment criteria.</p> <p><i>Explain</i></p> <p>Using the Operational Manual in conjunction with the Global Process Manual (SOPs) are your 'go to' tools for application processing. Over time you'll become familiar with these tools, later on in the session we'll get you started!</p> <p>Overview of the requirements</p> <p><i>Summarise:</i></p> <p>An immigration officer may approve a Job Check application if they are satisfied that:</p> <ul style="list-style-type: none"> • the employer continues to meet the requirements of their accreditation; and • the employment is acceptable; and • where required, the job meets the labour market test; and • where the employer holds standard accreditation, approval of the Job Check does not result in the employer having more than 5 jobs associated to them. <p>Note - The titles of each of the 4 requirements shown on the slide have been simplified to help you remember.</p> <p><i>Explain</i></p> <p>Employer must continue to meet the requirements of their accreditation – WA3.10(a)</p>	Slide 10	
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	<p>Occasionally you may identify an issue which may cause the employers accreditation to be suspended or revoked. You shouldn't go looking for issues, the majority of the times there will be an alert/warning to let you know. You don't need to know employer accreditation instructions back to front, but there are a few key things which are useful to remember, as they may trigger suspension or revocation of an employer accreditation when you are processing a Job Check application:</p> <ul style="list-style-type: none"> • Employer is now included on the Stand-Down list of non-compliant employers for breaches of employment standards that is maintained by the Labour Inspectorate • Employer is subject to a stand-down period for specific offences under the Immigration Act. • Employer has been convicted or fined for specific offences under the Crimes Act and /or the Immigration Act. • Employer has employed someone who is not entitled to work under the Immigration Act 2009 (the threshold to revoke accreditation for this is high, speak with a TA). • Employer has provided false and misleading information or withheld relevant information (threshold to revoke accreditation for this is high, speak with a TA). • Employer or any of its key persons have an active investigation or case pending for non-compliance which if proven, would result in them no longer meeting requirements for accreditation. • Employer or any of its key persons are being prosecuted for non-compliance which if proven, would result in them no longer meeting requirements for accreditation. <p>Further reading on this is at WA2.10.10. You should always speak to a TA if you come across a situation which may result in accreditation being revoked or suspended.</p> <p><i>Explain: We will now look at each of the Job Check requirements in more detail.</i></p>	Slide 11	
10 mins	<p>Acceptable Employment (WA3.15)</p> <p><i>Explain</i></p> <p>There are many different sub-requirements for the Acceptable Employment requirement. Let's start by reading through them.</p>	Slide 12	

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Ask the group to read all the points in Acceptable Employment (WA3.15). After 5 minutes check if they have completed the task. Move on when all have finished.

Highlighting requirement

Show the key points on the slide. Then explain:

Some other details in Acceptable Employment are just re-checks of some requirements from the Employer Accreditation process. For example:

Point (o) - The proposed employment must not be for:

- i. self-employment; or
- ii. planting, maintaining, harvesting or packing crops in the horticulture or viticulture industries.

Explain

The applicant (employer) can't have two employers on the agreement. You are unlikely to receive an assessment activity relating to this but if you happen to see it, it needs to be rectified.

Note - You will only get assessment activities when the system picks up an issue, and we have experts in each branch to provide guidance on the level of detail you need to apply if an activity does come up. **You don't need to check every instruction for every application, a lot of this is taken at face value based on the employer's declaration.**

Slide 12

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Time	Topic	Resource	Notes
10 mins	<p>The job must be 'legal'</p> <p><i>Emphasise Point (k) and explain:</i></p> <p>The job must be compliant with all the relevant New Zealand employment laws.</p> <p><i>Explain</i></p> <p>Immigration officers aren't experts in employment law and are not expected to scrutinise every clause of an employment agreement to confirm whether the entire agreement is legal or not. In most cases this can be accepted at face value based on the employer's declarations and in the knowledge that the employer has been deemed compliant with the required standards under their Employer Accreditation application. This instruction allows us to take action on something that is clearly illegal if we need to.</p> <p><i>Explain</i></p> <p>Point (q) states that 'The proposed employment agreement must include all mandatory clauses required by employment law.'</p> <p><i>Ask the group to go to the instructions, point q, and call out some of the details the job must include.</i></p> <p>Answers should include:</p> <p>All mandatory clauses required by employment law, such as:</p> <ul style="list-style-type: none"> • The name of the employer, and • The job title, and • A detailed job description, and • The hours of work, and • The duration and type of agreement (permanent or fixed term), and • Details of pay and conditions of employment, and • The place of work 		

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15 mins	<ul style="list-style-type: none"> • Other requirements for employment agreements set out by employment legislation. <p>Open the link to the requirements for employment agreements and explain:</p> <ul style="list-style-type: none"> • There are more details than the ones listed above (in bullets). • If you receive a manual assessment activity to check that the employment agreement contains the required clauses, you will need to follow the current in branch guidance that will be provided to you. <p><i>Explain</i></p> <p>In many cases INZ accepts the employment agreement includes all mandatory clauses at face value based on the employer’s declarations. There are occasions when you may be asked to verify the employment agreement contains the required information. If you need guidance on what to do, ask a TA.</p> <p>Acceptable Employment - Market Rate</p> <p><i>Ask: Why is it important for an employer to offer/pay the market rate for a job?</i></p> <p>Answer: INZ needs to be satisfied that the employer is paying the ‘market rate’ for the role on offer because we do not want the employer to offer less than what they would offer to a New Zealand citizen or resident.</p> <p><i>Explain</i></p> <p>WA3.15(e) The terms and conditions specified for the proposed employment must not be less than those of the New Zealand market for that occupation, including rate of pay (WA3.30) and notice periods.</p> <p>For most roles we accept the employer’s declaration that the market rate requirement is met.</p> <p>If concerns are identified, we can use the following resources to establish what the current market rate is for different positions, especially roles of concern:</p> <ul style="list-style-type: none"> • Careers.govt.nz • TradeMe Salary Guide 		
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10 mins	<ul style="list-style-type: none"> • MBIE Occupation Outlook • Federated Farmers Salary Guide – for roles in the farming industry • Absolute IT salary guide – IT roles • Hays salary guide • Market Rate Guide in the INZkit – this is a list of roles we commonly see, what the market rate is and what source was used. INZkit > Resources > Labour and Work section <p>Activity:</p> <p>Split the class into groups and ask them to find the market rate for Chef, Dairy Herd Manager and Marketing Specialist using INZkit > Resources > Labour and Work section</p> <ul style="list-style-type: none"> • Chef - \$33,000 - \$100,000 salary. • Dairy Herd Manager - \$42,000 - \$90,000 salary • Marketing Specialist - \$42,000 - \$150,000 salary. <p><i>Emphasise:</i> We look at the median for every source listed, rather than focusing on one.</p> <p>Acceptable Employment – Genuine Job</p> <p>WA3.15(l) The proposed employment must be genuine.</p> <p><i>Ask: What is a 'genuine' job?</i></p> <p>Answer: A job that is real, not false and not fraudulent.</p> <p>In most cases, this can be accepted at face value. We already know the employer is a genuinely operating business that is compliant with relevant standards as this was looked at in stage 1 Employer Accreditation. When we get to the job check, we need to establish that the job itself is genuine in the context of the employer's business.</p> <p>Activity: Break into groups and discuss potential indicators of non-genuine jobs</p>		
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	<p>Answers:</p> <ul style="list-style-type: none"> • The role does not appear to fit within the context of the employer’s business. For example, a Fish n Chip shop wanting to hire an ICT Support Technician. • The employer has indicated they wish to hire a family member. They would indicate this and the reasons why in the Job Check application form. <p>Where risk indicators are present, in most cases you can cover this off by calling the employer to gather more information about the position. For example; whether they are replacing someone or it’s a newly established role, what is the business need for the role, if they have a family member in mind for the role, why? Etc.</p> <p>Remind the group that in most cases, employers and applicants are genuine and this can be accepted at face value given what we already know about the employer from stage 1.</p>		
15 mins	<p>Labour Market Test (WA3.20)</p> <p><i>Ask: What is a Labour Market Test?</i></p> <p>Answer: Use slide to reveal answer</p> <p>Before an employer can recruit a migrant candidate for their business, they must first test the labour market to ensure that there is no NZ citizen or resident who can fill the role. It’s all part of incentivising employers to employ more New Zealanders to respond to skill and labour shortages.</p> <p>Now for another piece of important information as we job remuneration and pay rates.</p> <p><i>Ask: Can anyone tell me what the median wage is in New Zealand as applied by INZ?</i></p> <p>Answer: \$29.66 per hour or \$61,692.80 per year based on a 40-hour week and 52 weeks. (Adult minimum hourly rate is \$22.70).</p>	<p>Slide 13</p> <p>Slide 14</p> <p>Note: These figures are correct as of 1 April 2023.</p>	

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Explain

We'll put these numbers up on the board as reminder for later on.

Ask the group to read the Labour Market Test policy. Then ask a volunteer to summarise.

Show the slide and reiterate any of the points that may have been missed, from the following:

- The labour market test must be met for all jobs, except where:
 - the remuneration for the proposed employment is \$59.32 per hour or above (**that's more than twice the median wage**), or the equivalent annual salary (WA3.30); or
 - the proposed employment is for an occupation included on the Green List, and the minimum requirements for the job meet the requirements on the list for that occupation.
- The labour market test is met if:
 - the employer has made genuine attempts to attract and recruit suitable New Zealand workers by advertising the job (WA3.20.1); and
 - the employer did not find suitable and available New Zealand workers for the job, through that advertising.
- Evidence that the labour market test is met must include:
 - **evidence of the advertising** required by WA3.20.1 below including the content, dates, duration, and platform of the advert(s); and
 - **a declaration from the employer** about whether they found any suitable and available New Zealand workers for the job, through the advertising.

Explain: The employer makes a declaration about the outcome of the labour market test which we take at face value, there is no need to scrutinise whether any New Zealanders who applied were suitable or not.

10 mins	Green list occupations <i>Explain</i>	Slide 15	Green List Occupations
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	<p>If you want to hire a migrant on the Accredited Employer Work visa and the role is on the Green List you do not need to advertise for the job check, as long as the minimum requirements for the role match or exceed the minimum requirements on this list. If it's a green list role but the employer does not require applicants to have the green list requirements, advertising is still required.</p> <p>The Green List also provides a fast-track to residence and a work to residence pathway.</p> <ul style="list-style-type: none"> • Fast-track to residence - Eligible migrants employed in these occupations can come to New Zealand on a work visa from 4th July 2022 and apply for residence from September 2022. • Work to residence - Eligible migrants in these occupations can apply for residence after two years. <p><i>Emphasise</i> There is quite a difference in terms of eligibility timeframes for applying for residence. Explain that these fast track to residence and work to residence pathways are separate categories to the three Accreditation Stages/Gateways, this is just for your own knowledge.</p> <p><i>Ask the group:</i> Which occupations do you expect will be on the list of occupations that have a fast track to residency, or a Work to Residency pathway? Take a few minutes to Google search your answers. <i>Write the suggested answers on the board. Then show answers using animated layer on the slide.</i></p> <p>Answer: Roles that have a fast-track to residence pathway</p> <ul style="list-style-type: none"> • Construction • Engineering • Health and social services • Primary industries and science • ICT, electronics, and telecommunications. <p>Roles that have a work to residence pathway</p> <ul style="list-style-type: none"> • Health and social services • Trades 		<p>Green List occupations are hard-to-fill, high-skill roles that provide a priority pathway to residency.</p> <p>Green List occupations are considered lower risk than other jobs and will have less assessment activities to assess in ADEPT.</p>
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	<ul style="list-style-type: none"> • Agriculture <p>Point out that the learners can reference the Operational Manual or the INZ website if they forget the specific roles.</p> <p>Green list occupations - Operational Manual, Appendix 13</p> <p>Green List occupations - Immigration New Zealand</p>		
5 mins	<p>Roles exempt from the median wage threshold (WA3.15.1)</p> <p><i>Explain</i></p> <p>There are several sectors that are currently listed as having exemptions from paying the median wage or higher. They are:</p> <ul style="list-style-type: none"> • Construction and infrastructure • Care workforce • Tourism and hospitality • Meat and seafood processing sectors. <p>Ask learners to open Appendix 14 - Exemptions to the median wage threshold and focus on hospitality-based roles.</p> <p><i>Explain</i></p> <p>Only certain roles have exemptions. For example, you may consider that a Chef or Restaurant Manager are Hospitality roles, however, if they are not on Appendix 14, they are not exempt from the median wage.</p> <p>Ask the group to look at the policy and identify the lowest payment per hour that is allowed for these sectors.</p> <p>Answer: \$26.69 per hour for Construction and infrastructure sector and Seasonal Snow and Adventure Tourism sector, \$25 per hour for Tourism and hospitality sector, \$25.31 for Meat and seafood processing sectors, and \$26.16 for the Care workforce sector.</p>	Slide 16	<p>Note: These figures are correct as of 1 April 2023.</p>

	<p><i>Explain</i></p> <p>These changes were made after consultation with the various sectors. The original plan was for all roles to have to comply with the median wage rules.</p>		
<p>10 mins</p>	<p>Genuine attempts to recruit suitable New Zealanders (WA3.20.1)</p> <p><i>Explain the following paraphrased bullet points:</i></p> <p>The job must have been advertised:</p> <ul style="list-style-type: none"> • on a general national job site; or by other means likely to attract suitable New Zealand citizen or resident workers. e.g. industry-specific job site. • for at least 14 calendar days. • ending within 90 days of the Job Check application being submitted • with: <ul style="list-style-type: none"> – a job description – the key terms and conditions of employment – the minimum qualifications, work experience, skills or other specifications required. <p><i>Emphasise: The terms shown on this slide are paraphrased for learning purposes, including the title. Make sure to check the policy when you process an application.</i></p> <p>Explain that most of this will be accepted based on declarations in the application form, however we are likely to be verifying that the pay rate is stated in the advert. Follow ADEPT and ask for guidance from a TA on what you actually need to check.</p> <p>Potential examples for IOs to look at regarding the minimum and maximum rate of pay being included in the advert – WA3.20.1(d)(i)</p> <p><i>Example 1 – meets instructions:</i></p> <p>The job check application and employment agreement specify the rate of pay is \$29.66 - \$35 an hour. The advert specifies the rate of pay is \$26 to \$35 an hour.</p> <p>This meets instructions because the proposed pay rates are within the range specified in the advert. It does not matter that the advertised rate started at below the median wage.</p>	<p>Slide 17</p> <p>Note: These figures are correct as of 1 April 2023.</p>	

	<p><i>Example 2 – meets instructions</i> The job check application and employment agreement specify the rate of pay is \$32 - \$35 an hour. The advert specifies the rate of pay is \$30 to \$35 an hour. This meets instructions because the proposed pay rates are within the range specified in the advert.</p> <p><i>Example 3 – does not meet instructions</i> The job check application and employment agreement specify the rate of pay is \$29.66 - \$45 an hour. The advert specifies the rate of pay is \$27 to \$35 an hour. This does not meet instructions as the proposed maximum pay rate is higher than the advertised rate. Approving a job check may undermine the objectives of instructions, as a NZ might have been more likely to apply for the job had the higher rate been advertised.</p>		
5 mins	<p>Determining whether the minimum requirements for the job are necessary to perform the work on offer (WA3.20.5)</p> <p><i>Ask: What sort of things might you see in an employment agreement that may not be minimum requirements, and that could discourage a New Zealand citizen or resident from applying?</i></p> <p>Possible answers:</p> <ul style="list-style-type: none"> • Excessive skills for the role or exaggerated minimums. E.g. Multiple spoken or written language requirements. • Extreme hours or times of work e.g. Must be able to work every weekend in a year. <p><i>Provide this example of exaggerated minimum skills:</i></p> <p>A role requiring foreign language skills for a café or restaurant worker is unlikely to be acceptable, but, requiring foreign language skills for a job as a tour guide catering for non-English speakers may be acceptable, as the skills are necessary to perform the work on offer.</p> <p><i>Explain:</i></p>	Slide 18	

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5 mins	<p>You aren't expected to know different roles in different industries inside out, otherwise you'd work in recruitment! You do however need to be able to look up roles and establish key aspects of what's involved to perform the role. An immigration officer may refer to the qualifications described for the closest matching occupation in the Australian and New Zealand Standard Classification of Occupations (ANZSCO), or the work experience that the ANZSCO indicates may substitute the required qualification. See WA3.20.5 (a).</p> <p><i>Demonstrate how to look up a role such as a 'Bricklayer' on version 1.3 of the ANZSCO provided by Statistics New Zealand:</i></p> <p>http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/hgbQw1g89dLcxOHS</p> <p><i>Explain and demonstrate</i></p> <ul style="list-style-type: none"> • Where other skills or specifications are needed to perform the job that are not described for the matching occupation in the ANZSCO, the remuneration offered must reflect those requirements by being above what would otherwise be the market rate for that job. • You will likely only assess this where the employer declares that the minimum requirements for the job are not necessary to perform the work on offer. 	Slide 18	
9 mins	<p>Activity – Determining minimum requirements</p> <p><i>Instructions:</i></p> <ul style="list-style-type: none"> • Organise the class into pairs, allow 5 minutes to research a Carpenter role. • Use the instructions on the slide to go to NZ Version 1.3 of the ANZSCO list, on the Aria site, and look up a Carpenter role (3312). • http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/hgbQw1g89dLcxOHS • Look at the Synonyms section. • Answer the questions on the slide, in pairs. <p>Questions</p>	Slide 19	

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Allow the pairs to find the answers. Ask three different pairs to answer one of the questions.

- What tasks are listed in the definition for this job?

Answers:

- Studying drawings and specifications to determine materials required, dimensions and installation procedures;
- ordering and selecting timbers and materials, and preparing layouts;
- cutting materials, and assembling and nailing cut and shaped parts;
- erecting framework and roof framing, laying sub-flooring and floorboards and verifying trueness of structures;
- nailing fascia panels, sheathing roofs, and fitting exterior wall cladding and door and window frames;
- assembling prepared wood to form structures and fittings ready to install;
- cutting wood joints;
- may construct concrete formwork;
- may repair existing fittings;
- may work with plastic laminates, perspex and metals.

- What does ANZSCO specify as the indicative skill level for this role?

Answer: A NZQF Level 4 qualification or at least 3 years of experience

- The employer has specified 10 years experience as required for the role. Is that necessary to perform the work on offer? Why/why not?

Answer: No, this far exceeds the 3 years of experience required by ANZSCO.

- The employer has specified 0 years experience and no qualification as required for the role. Is that necessary to perform the work on offer? Why/why not?

Answer: This instruction sets the maximum requirements only, there are no minimum requirements. If the employer has advertised the role as such and was unable to find New Zealanders, that meets the intent of the instructions. However, you may wish to consider whether the job is genuine (case by case).

	<ul style="list-style-type: none"> The employer has specified that the employee must have a driver's licence. Is that necessary to perform the work on offer? Why/why not? <p>Answer: Only if that is a requirement of the role (driving a work truck around during the day etc, not if it was just to commute to work).</p> <p><i>Summarise:</i> You need good judgement to assess minimum requirements. If you are not sure if the requirements are necessary to perform the work on offer ask a TA or your manager for assistance.</p> <p>Note - that you may only assess these requirements where ADEPT has identified an issue.</p>		
1 min	<p>Employers holding standard accreditation (WA3.25)</p> <p><i>Show the slide and explain: This point is as simple as it sounds.</i></p> <p><i>Explain:</i></p> <p>ADEPT will check how many jobs the employer already has associated to them. You may receive an assessment activity if the employer is proposing to exceed the maximum number allowed under standard accreditation.</p> <p><i>Summarise this section and what we have covered so far</i></p> <ul style="list-style-type: none"> AEWV encourages businesses to hire, train and upskill New Zealand workers before they hire migrants. Part of the job check process requires the employer to provide evidence the job is genuine, that they've attempted to fill the role with someone living in New Zealand and eligible to work here. The role must pay at least \$29.66 per hour (median wage) – exceptions may apply. We used some resources to look up the 'going rate' for different roles. The duties of the role, qualifications and experience are also important. You can use ANZSCO website to establish key duties of a role and what might be involved. 	Slide 20	

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Calculating Remuneration

By the end of this topic, learners can calculate the remuneration for a job, based on detail in an employment agreement.

Resources

- Job Check Policy PowerPoint
- [Accredited Employer Work Visa Job Check Instructions \(Operational Manual\)](#)
- [Accredited Employer Work Visa Job Check Standard Operating Procedures \(Global Process Manual\)](#)
- Website - [How we calculate pay rates for the Accredited Employer Work Visa \(AEWV\)](#)

Lesson Plan

Time	Topic	Resource	Notes
10 mins	<p>Ask the group to read WA3.30, WA3.30.1 and WA3.30.5 - Calculating remuneration. Allow three minutes.</p> <p>Summarise using the bullet points, revealed in order. Emphasise the bolded words. Stop at 'Remuneration includes.'</p> <p>What remuneration includes</p> <p>Ask: What is included in the definition of remuneration, in these instructions?</p> <p>Answer:</p> <ul style="list-style-type: none"> • the value of any reasonable deduction from salary or wages for goods or services that is specified in the proposed employment agreement; and • in the case of accommodation provided in connection to the employment: <ul style="list-style-type: none"> - the value of any reasonable deduction from salary or wages for that accommodation, that is specified in the proposed employment agreement; or 	Slide 21	

	<p>– if an accommodation allowance is provided, the amount of that allowance that is specified in the proposed employment agreement.</p> <p><i>Emphasise</i></p> <p>The meaning of accommodation, and the value of accommodation that forms part of a person's income are defined in section CE 1 of the Income Tax Act 2007. We use those definitions.</p> <p>What remuneration excludes</p> <p><i>Ask: What is excluded from the definition of remuneration, in these instructions?</i></p> <p>Answer:</p> <p>a. For the purposes of these instructions, remuneration excludes:</p> <ol style="list-style-type: none"> i. other employment-related deductions or allowances (for example tool, or uniform allowances); and ii. piece rates, commissions or bonuses which are dependent on performance and not guaranteed, even if these are considered reasonable. <p>Notes</p> <ul style="list-style-type: none"> • Piece rates are performance-based payments for completing a certain task, that are paid over and above the standard rate of wage or salary. For example, a meat worker may be paid an additional amount for each carcass of meat they cut up. • If an immigration lawyer or consultant challenges our calculation of remuneration, you can ask for some assistance from TAs. 		
5 mins	<p>Activity - Calculating remuneration.</p> <p><i>Explain:</i></p> <p>You will only calculate remuneration if the calculation provided by the employer in the online form does not match the calculation that ADEPT performs. For some applications, there won't be a need for this calculation.</p>	<p>Slide 21</p> <p>Website - How we calculate pay rates for the Accredited Employer Work Visa</p>	

<p>10 mins</p>	<p>Ask the group to take 5 mins and read through the examples on How we calculate pay rates for the Accredited Employer Work Visa</p> <p><i>Explain:</i></p> <p>WA3.15 Acceptable employment states in (b) The remuneration for the proposed employment must be at or above the median wage, unless the proposed employment is for an occupation that is exempt from the median wage threshold (Appendix 14). For the purpose of WA instructions, the median wage is \$29.66 per hour, or the equivalent annual salary.</p> <p>Activity: Case Study 1 Assistant Dairy Farm Manager</p> <p>Use this example to take the group through the example.</p> <ul style="list-style-type: none"> • Facilitator overview • Relevant clauses from employment agreement – refer to slide 22. • Operational Manual – WA3.30 and WA3.30.1 • Global Process Manual – Assess Employment is Acceptable - point 13. • Outcome: Instruction met. <ul style="list-style-type: none"> - \$87,536 based on a 112 hour fortnight = \$30 per hour (\$87,536 ÷ 52 wks per year then ÷ 56 (1 wks hours) - Applicant for the job will receive \$29.66 for any hours worked in excess of 112 per fortnight. - In this case we can be satisfied that the median wage is met, because as per WA3.30(b) the guaranteed pay per hour is above the median wage (\$30.06). As per WA3.30(g), we make our calculation of the hourly rate before the deduction is made because remuneration includes the value of any reasonable deduction. 	<p>Slide 22 - 24</p>	
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Case Study 1: Employment is Acceptable Assessment Activity	Review Concern: The proposed employment must be in line with WA3.30	Related Instruction: WA3.30 and WA3.30.1	SOP: Assess Employment is Acceptable
Concern details: In the Job Check application form the employer has indicated the salary equates to \$30 per hour, however ADEPT has calculated it to be something different. This has resulted in the assessment criteria triggering in ADEPT.			
What do you need to do?: Calculate whether the proposed remuneration meets the median wage, in line with WA3.30.			
Prompts: Is there a concern? Yes What is the concern? Discrepancy in salary Hint: WA3.30(b) and (g) + WA3.30.1(c)			
Instruction met: Yes	Reason: \$87,536 based on a 112 hour fortnight = \$30 per hour, and the PA receives \$29.66 for any hours worked in excess of 112 per fortnight. In this case we can be satisfied that the median wage is met, because as per WA3.30(b) the guaranteed pay per hour is \$30.06. As per WA3.30(g), we make our calculation of the hourly rate before the deduction is made because remuneration includes the value of any reasonable deduction.		
Job Check for an Assistant Dairy Farm Manager – example of the relevant clauses in the employment agreement <ol style="list-style-type: none"> 1. Remuneration <ol style="list-style-type: none"> 1.1. The employee shall be paid a gross annual salary of \$87,536 1.2. The overtime rate, in the event the employee exceeds the number of hours worked as cited at clause 2.3 shall be paid at \$29.66 per hour 1.3. The employee will be paid fortnightly in arrears into the employee’s nominated NZ bank account 2. Hours of work <ol style="list-style-type: none"> 2.1. This is a salaried position with a roster of 6 days on, 2 days off. 2.2. The minimum working hours per fortnight shall be 80 hours per fortnight. 2.3. The maximum working hours per fortnight shall be 112 hours per fortnight. 3. Accommodation <ol style="list-style-type: none"> 3.1. We will provide you with accommodation for the duration of your employment with us valued at \$10,400 per year. As such, \$400 will be deducted from your wages every fortnight. 			

SOP Reference:

If...	Then...
Hourly rate matches the amount calculated by ADEPT	Request the employer sends confirmation of the actual proposed hourly rate. Note this in the ADEPT assessment activity. Continue processing application.
Hourly rate <i>does not match</i> the amount calculated by ADEPT	Check whether the pay rate meets the job check requirements (set out in WA3 of the job check instructions) that are relevant for that proposed role Outcomes include: <ul style="list-style-type: none">• Pay rate meets the job check requirements that apply for the proposed role:<ul style="list-style-type: none">• note in ADEPT and• continue processing the application• Pay rate does not meet the job check instructions that apply for the proposed role:<ul style="list-style-type: none">• note in ADEPT and• go to PPI SOP .

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15 mins	<p>Activity: Case Study 2 Farm Herd Manager</p> <p>Organise the group into pairs and ask them to decide if the instruction was met and to explain the rationale for their decision.</p> <ul style="list-style-type: none"> • Facilitator overview • Relevant clauses from employment agreement – refer to slide 25. • Operational Manual – WA3.30(b)(g) and WA3.30.1(c) • Global Process Manual – Assess Employment is Acceptable - point 13. • Outcome: Instruction not met. <ul style="list-style-type: none"> - \$78,650 based on a 11 days x 12 hour days (calving season) = \$22.91 per hour (\$78,650 ÷ 26 fortnights per year then ÷ 132 hours per fortnight) - Remuneration is under median wage. - As per clause 2.4, the applicant is required to work additional hours for no extra pay, which may bring the pay further below the median wage. WA3.15(q)(iv) has provisions allowing us to request they include an overtime rate as well. - For this application, we would PPI to outline that we have calculated the payrate in line with WA3.30 and it appears the median wage is not met. We would also request they add an overtime clause in line with WA3.15(q)(iv). 	Slide 25 - 27	
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Case Study 2: Employment is Acceptable Assessment Activity	Review Concern: The proposed employment must be in line with WA3.30	Related Instruction: WA3.30 and WA3.30.1	SOP: Assess Employment is Acceptable
Concern details: In the Job Check application form the employer has indicated the salary equates to \$29.66 per hour, however ADEPT has calculated it to be something different. This has resulted in the assessment criteria triggering in ADEPT.			
What do you need to do?: Calculate whether the proposed remuneration meets the median wage, in line with WA3.30. Use the maximum hours to calculate remuneration.			
Prompts: Is there a concern? Yes What is the concern? Discrepancy in salary Hint: WA3.30(b) and (g) + WA3.30.1(c)			
Instruction met: No	<p>Reason: As per WA3.30.1(c) we should use the maximum hours to calculate the remuneration. The most hours the applicant is required to work is during calving season (12 hours per day once breaks are accounted for). If the applicant works 12 hours per day, for 11 days over a 2 week period, this = 132 hours in total. As per WA3.30(e) we calculate the salary as follows: \$78,650/26 fortnights per year/132 hours per fortnight = \$22.91 per hour. The remuneration offered does not meet the median wage.</p> <p>As per clause 2.4, the applicant is required to work additional hours for no extra pay, which may bring the pay further below the median wage. WA3.15(q)(iv) has provisions allowing us to request they include an overtime rate as well.</p> <p>For this application, we would PPI to outline that we have calculated the payrate in line with WA3.30 and it appears the median wage is not met. We would also request they add an overtime clause in line with WA3.15(q)(iv).</p>		
<p>Job Check for a Herd Manager – example of the relevant clauses in the employment agreement</p> <p>1. Remuneration</p> <p>1.1. The employee shall be paid a gross annual salary of \$78,650.</p> <p>1.2. The employee will be paid fortnightly in arrears into the employee’s nominated NZ bank account</p> <p>2. Hours of work</p> <p>2.1. This is a salaried position with a roster of 11 days on, 3 days off.</p> <p>2.2. You are guaranteed at least 30 hours of work per week.</p> <p>2.3. Your agreed hours of work are as follows:</p>			

- During winter – 8.00am to 5.00pm
- During summer – 5.00am to 5.00pm
- **During calving – 4.00am to 6.00pm**

2.4. You may be asked to work reasonable additional hours and additional days from time to time. Your salary fully compensates you for any hours worked.

3. Breaks

3.2. You agree that unpaid rest and meal breaks will be taken as follows: 1 hour for breakfast and 1 hour for lunch.

SOP Reference:

If...	Then...
Hourly rate matches the amount calculated by ADEPT	Request the employer sends confirmation of the actual proposed hourly rate. Note this in the ADEPT assessment activity Continue processing application.
Hourly rate <i>does not match</i> the amount calculated by ADEPT	Check whether the pay rate meets the job check requirements (set out in WA3 of the job check instructions) that are relevant for that proposed role Outcomes include: <ul style="list-style-type: none"> • Pay rate meets the job check requirements that apply for the proposed role: <ul style="list-style-type: none"> • note in ADEPT and • continue processing the application • Pay rate does not meet the job check instructions that apply for the proposed role: <ul style="list-style-type: none"> • note in ADEPT and • go to PPI SOP .

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10 mins	<p>Case Study 2 Debrief</p> <ul style="list-style-type: none"> • Ask the group how many thought the instruction was met – ask them how they came to the decision and what did they do? • Ask the group, those who thought the instruction was not met, how they came to the decision and what did they do? <p>Determining the location of the job (WA3.35)</p> <p>Ask the group to individually read the section on determining the location of the job. Then ask a person at a time to volunteer to summarise one point at a time. Then, confirm using the slide, revealing the paraphrased points.</p> <p>Ask: What is the point of us recording the location of a job?</p> <p>Answers:</p> <ul style="list-style-type: none"> • The objective is to minimise the migrant exploitation risk. If the job requires someone to work at multiple locations, then this should be included in the job advertisement/job check stage. • Location information also assists with labour market test because where the job is located is one of the key terms. If the job is based in Invercargill and no one who lives there applies, it is unlikely (unless remote working is allowed) that the job can be filled by a NZ resident or citizen. 	Slide 28	
5 mins	<p>Activity – Different locations</p> <p>Read out this scenario:</p> <div style="border: 1px solid black; padding: 5px;"> <p>A Job Check application for a Carpenter states in the application form that:</p> <ul style="list-style-type: none"> • The job requires the employee to work in multiple regions • Work regions are Christchurch and Auckland </div>	Slide 29	

- The employer has declared that:
- The arrangement will not disadvantage the employee
- The terms and conditions relating to multiple locations are set out in the employment agreement

The employer has detailed the terms and conditions related to travel or changing locations.

Ask: What will the immigration officer need to do?

Organise the group into pairs and give them 5 mins to answer the question.

Ask: Who can get me started with what we need to do?

Answer:

Check that:

- It is clear in the application that each location listed applies to all positions included in the application (WA3.5(e)).
- Each location is in the proposed employment agreement.
- The terms and conditions regarding travel/changing location must also be in the agreement and not have the potential to disadvantage the employee as per WA3.15(m).

If the above requirements are not met, we may not be able to approve the job check for every location requested. This includes when:

- Some positions are for work in one location, and others are for work in another location. For example, a JC for 50 Carpenters where 20 will always be based in Canterbury and 30 will always be based in Otago.
- The employment agreement does not list every location.
- The terms and conditions regarding travel/changing location are not in the agreement and or have the potential to disadvantage the employee.

Explain:

In some cases, you may not need to check the detail of the employment agreement and can rely on declarations made by the employer in the application form. Check with a TA for guidance.

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Processing and verification requirements

By the end of this topic, learners can describe the outcome options they have when processing a Job Check and explain when they would take each option.

Resources

- Job Check Policy PowerPoint
- [Accredited Employer Work Visa Job Check Instructions \(Operational Manual\)](#)
- [Accredited Employer Work Visa Job Check Standard Operating Procedures \(Global Process Manual\)](#)

Lesson Plan

Time	Topic	Resource	Notes
10 mins	<p>Approving, postponing or declining an application</p> <p><i>Ask the group to read the policy relating to processing and verification requirements.</i></p> <p><i>Then ask these questions:</i></p> <ul style="list-style-type: none"> • <i>What are the main options you have at your disposal when processing a Job Check application?</i> Answer: Approve, postpone or decline an application. • <i>When would you approve an application?</i> Answer: When the requirements in the policy have been met. • <i>When would you postpone an application?</i> Answer: When the employer no longer meets, (or appears to not meet) the requirements or when their accreditation is suspended. You would wait until they either have revoked or current/approved Employer accreditation status. • <i>When would you decline an application?</i> Answer: When the employer accreditation is expired or revoked or where job check instructions are not met <p><i>Reveal the first graphic, and summarise the answers given.</i></p>	Slide 30	

False and misleading information

Ask: At what other time might you decline a Job Check application?

Answer: An immigration officer may decline an application for a Job Check if they are satisfied that an employer:

- i. **provided false or misleading information** in support of the Job Check application; or
- ii. **withheld relevant information that was prejudicial** to approval of the Job Check application.

Reveal the last graphic, as a summary. Ask: What three characteristics must the provided information satisfy?

Answer: The IO must be satisfied the provided information is **Genuine, Accurate and True.**

Reveal the next graphic, as a summary.

Explain:

An immigration officer may, where necessary:

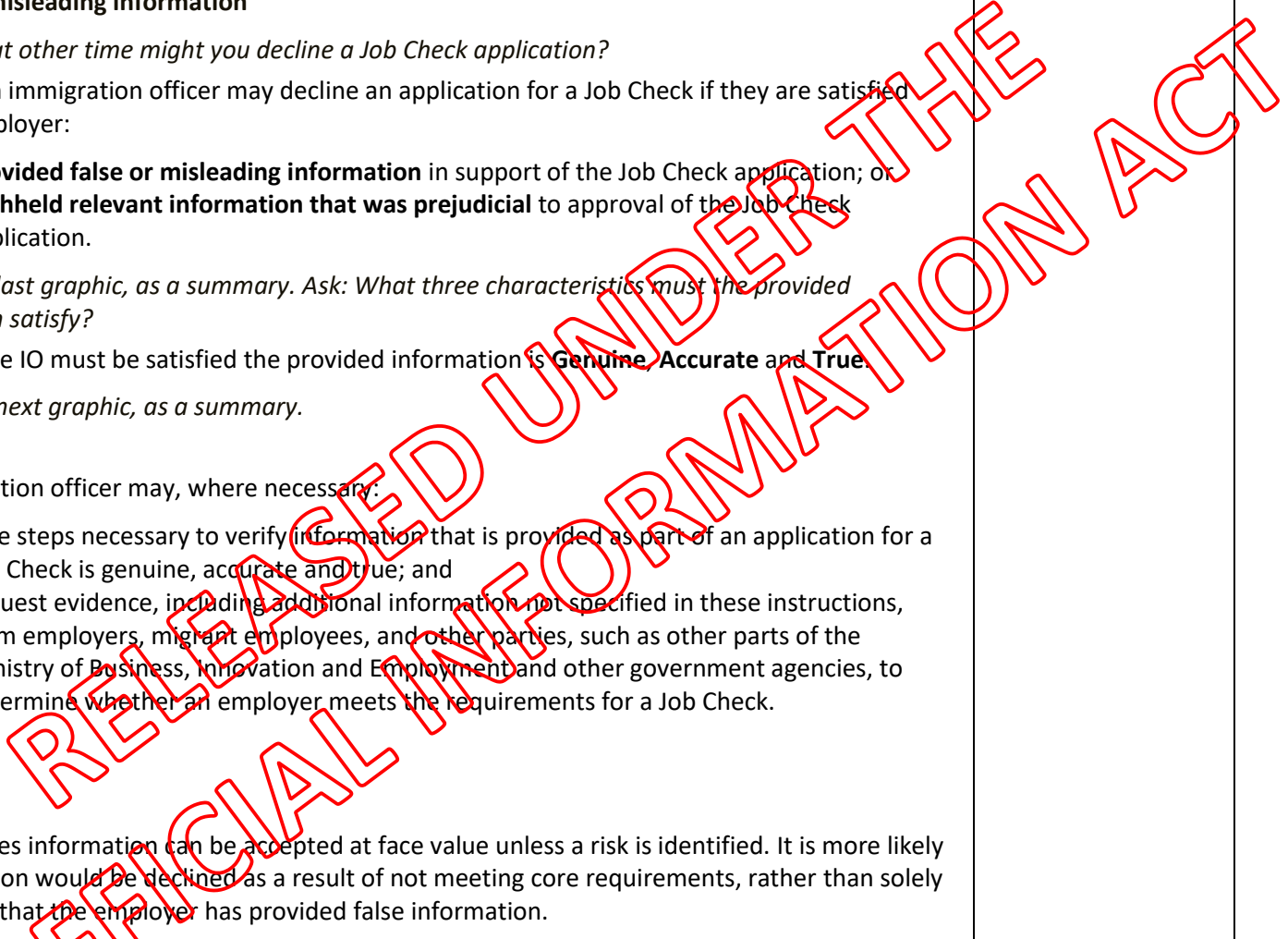
- i. take steps necessary to verify information that is provided as part of an application for a Job Check is genuine, accurate and true; and
- ii. request evidence, including additional information not specified in these instructions, from employers, migrant employees, and other parties, such as other parts of the Ministry of Business, Innovation and Employment and other government agencies, to determine whether an employer meets the requirements for a Job Check.

Explain

In most cases information can be accepted at face value unless a risk is identified. It is more likely an application would be declined as a result of not meeting core requirements, rather than solely on the fact that the employer has provided false information.

Declining an application

Show the group the Job Check SOP called 'Decline application'. Explain that they would follow this operating procedure when declining an application. Emphasis: A TA will assist if you have an application that needs to be declined.



Considering a Job Check

By the end of this topic, learners can provide an overview of the PPI, Waiver, and Job Check processes.

Resources

- Job Check Policy PowerPoint
- [Accredited Employer Work Visa Job Check Instructions \(Operational Manual\)](#)

Lesson Plan

Time	Topic	Resource	Notes
10 mins	<p><i>Explain</i></p> <p>In this topic we will cover a few of the last topics listed in the instructions. They are much less detailed and generally relate to what happens once you have made a decision about the application. The topics include:</p> <ul style="list-style-type: none"> • Considering a Job Check application (WA3.45) • Currency and approval of a Job Check (WA3.50) • Associating a Job check to an employer (WA3.50.1&5) • The Job Check reconsideration process (WA3.55) <p>Considering an application for a Job Check/PPIs and Waivers (WA3.45)</p> <p><i>Ask the group to spend few minutes reading through WA3.45.</i></p> <p><i>Use slide to summarise and explain:</i></p> <ul style="list-style-type: none"> • This section of the instructions relates mostly to the PPI process and waivers. Waivers must be approved by an Immigration Manager or higher. • You will learn the system steps for processing PPIs and waivers in later ADEPT system training. <p><i>Answer any resulting questions.</i></p> <p><i>Emphasise:</i> If a need for a PPI or waiver arises, make sure you refer to the policy instructions.</p>	Slide 31	

Currency and approval of a Job Check (WA3.50)

Slide 32

Summarise WA3.50 using the slide.

Make sure to cover: the approval period and what an Approved Job Check contains details of.

Notes - *If an employer applies for a Job Check for multiple jobs, an immigration officer may approve the Job Check for the same or fewer number of jobs requested, depending on whether each job meets the requirements set out at WA3.10.*

Associating a Job check to an employer (WA3.50.1&5)

Slide 33

Ask the group to read clauses WA.3.50.1 and WA.3.50.5. Take two minutes.

Explain:

ADEPT automates these steps, but you may need to revisit these specific instructions when you have an approved Job Check.

Summarise, by saying:

- A job is associated to an employer when it is approved as part of a Job Check application.
- The job remains associated to the employer until:
 - a granted AEWV is expired, cancelled or varied, or
 - The Job Check expires (6 months after issue) or if it is cancelled.
- When a job check is current, and the job is approved and associated to the employer, a non-New Zealand citizen or resident visa holder can use it to apply for an AEW visa.

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Live activity with TA

By the end of this topic, learners will be able to apply the end-to-end process when assessing a Job Check activity.

Resources

- Facilitator computer and projector
- Participant computers
- Live activities

Lesson Plan

Time	Topic	Resource	Notes
1 hr 55 mins	<p>This session could also be run as a demonstration by the TA, showing the group live activities in ADEPT.</p> <p>Technical Advisor to allocate ADEPT activities.</p> <p>Explain that learners can raise their hand at any time to ask questions of the TA or the facilitator.</p> <p>Explain that each time learners get to a point of wanting to make a determination in ADEPT they are to stop and seek approval from the TA before proceeding. Explain that this is crucial as the learners do not yet have the authority to make such decisions.</p> <p>If learners get to a point that they have determined that further information is required, write a bullet list of required information, and show it to the TA. Once approved the TA explain the next steps. Provide the learners with a new activity to work on.</p>		

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Close

By the end of this topic, learners reflect on what they've learnt and ask final questions.

Resources

- Job Check Policy PowerPoint

Lesson Plan

Time	Topic	Resource	Notes
5 mins	Session close <ul style="list-style-type: none">• Answer any final questions.	Slide 34	
	Reflect <p><i>Use a reflection activity from your facilitation toolkit that is different from the activity you used in the previous workshop. For e.g. You may choose one of the following activities, or merge two activities.</i></p> <ul style="list-style-type: none">• Small groups, different to those they've been working in during the course, share their key takeaways• Small groups write 1-2 of the hardest questions they have about the topic – Other groups then answer those questions• Sit learners in a circle – have them ask a question they have that is unanswered. They then throw a ball to another learner – the learner who catches the ball answers the question.• Put key topic words on cards and put them in a bag/hat - have the learners draw a card and talk about the topic for 30 seconds. <p>After the small group activity, ask the group to show 1-5 fingers in response to the question, "How confident are you in completing the tasks you learned in this session?"</p>		



Accredited Employer Work Visa Policy

Facilitator guide

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Introduction

Purpose

The purpose of this course is to deliver Stage 3 Employer Accreditation of the Accredited Employer Work Visa (AEWV) stream. This will be achieved by introducing the pathway attributes, application criteria, and then learning through practical experience working on case studies to provide an end-to-end view of the process.

Learning outcomes

At the end of this course, learners will be able to:

- explain what the Accredited Employer Work Visa is and why it's important
- describe what's involved in stage 3 of an Employer Accreditation Work Visa application
- give an overview of the AEWV conditions
- use immigration instructions to check stage 3 Work Visa requirements have been met in an application
- apply the end-to-end process when assessing stage 3 Work Visa activities.

Audience

This course has been developed for immigration officers that will be processing AEWV Stage 3 Work Visa.

Duration

1 day

Prerequisites

Before undertaking this course, the learner must have completed all courses in the 'First Steps' and 'My Role' stages of the induction.

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Preparation

Guide layout

This guide uses the following layout:

Time	Topic	Resource	Your Notes
Suggested time for each section.	Instructions on how to deliver each section.	Resources needed for each section.	Background information for each section, including where content is specific to a particular role/audience. Also includes space for your notes.

Facilitator topics

The Facilitator Topics, listed in the right-hand column of each lesson plan, are designed to help the facilitator prepare for the delivery of this course. They provide generic information as well as links to relevant information, including instructions and external websites. As you deliver the course, keep the Facilitator Topic open in the background, so that you have the links at hand when you want to demonstrate or show information on the screen to learners.

Availability of Technical Advisor

Before delivering this course, contact the target training site to arrange for a Technical Advisor (TA) to be available for the full duration of the course to support facilitation and to oversee the processing of live applications.

Note: please ensure that during the practice days with the TA the learner works on applications using the full process, not the streamlined process.

General Instructions & Technical Advisor

From page 22 references are made to SOPs. At the time of writing this guide, SOPs for work visa are under review. Discuss with TA how to run these sections as there may be a general instruction in place which may override normal processing activities, or the SOPs may have changed since this guide was published.

Resources

- Facilitator computer and projector
- Participant computers
- Pens and whiteboard markers
- Case study files
- Work Visa Policy PowerPoint
- Handout of application form
- AEWV Overview Graphic
- [Accredited Employer Work Visa Instructions \(Operational Manual\)](#)
- [Accredited Employer Work Visa Operating Procedures \(Global Process Manual\)](#)

Room set-up

Refer to the Learning Delivery Team for suggested room set-up.

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Course outline

Time	Topic
5 minutes	Welcome Purpose: To welcome learners to the workshop.
45 minutes	About Accredited Employer Work Visa Purpose: To learn what the Accredited Employer Work Visa is, why it's important and how to apply.
1 hour	Determining a Work Visa
5 minutes	Purpose: To learn when an Accredited Employer Work Visa can and cannot be granted.
2 hours	Requirements the employment offer needs to meet Purpose: To learn and gain practical experience using INZ tools to follow processes and procedures which support an immigration assessing application concerns.
10 minutes	Overview of partners and dependent child or children Purpose: To learn about the requirements for an Accredited Employer Work Visa holder supporting a partner or dependents visit.
10 minutes	AEWV conditions Purpose: To learn about the conditions under which an Accredited Employer Work Visa is granted.
1 hour 40 minutes	Live activity with TA

Time	Topic
5 minutes	Close
6 hours	TOTAL

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Welcome and introduction

Learners can describe what they will learn in this session.

Resources

- Accredited Employer Work Visa Policy PowerPoint

Lesson plan

Time	Topic	Resource	Notes
5 mins	<p>Welcome and introduction</p> <p>Show slide 2</p> <p>Tell learners:</p> <ul style="list-style-type: none">• The agenda for the workshop on slide 2• How the course is structured and the topics that will be covered• The time that you will be taking breaks (morning, lunch and afternoon tea breaks and what time the day finishes; ensure you cover this point at the beginning of each day)• Site specific health and safety emergency procedures <p>Course structure and learning outcomes</p> <p><i>Explain</i></p> <p>Use the Course Outline as a reference as you provide learners with an overview of how the course is structured and the topics that will be covered. Explain that once we start working on the case studies they will first work in pairs, and then individually once they have gained confidence</p>	Slide 2	<p>Note: Suggest to learner's that as the course progresses, they save key links to external information to their favourites so that they have easy access to these throughout the course and once they are in the role.</p> <p>Facilitator to remind learners to do this as the course progresses.</p>

Time	Topic	Resource	Notes
	<p>Session outline and learning outcomes</p> <p><i>Explain that we will cover the topics listed on the slide. Also read out the learning outcomes, as they differ slightly from the topic titles.</i></p> <p>By the end of this session, you'll be able to:</p> <ul style="list-style-type: none"> • provide an overview of the Accredited Employer Work Visa process and applying for an Accredited Employer Work Visa. • provide an overview of the requirements of an Accredited Employer Work Visa. • calculate if a person or couple with a dependent child, or children, meet the minimum income threshold. • provide an overview of the AEW visa timeframes and conditions • navigate the policy instructions to find answers to questions. 	Slide 2	

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About Accredited Employer Work Visa

Topic outcomes

By the end of this topic, learners will be able to:

- explain what the Accredited Employer Work Visa is and why it's important
- describe what's involved in stage 3 of an Employer Accreditation Work Visa application
- use immigration instructions to confirm stage 3 Employer Accreditation requirements

Resources

- Work Visa Policy PowerPoint
- AEWV Overview Graphic.pdf
- Handout of application form.pdf
- [Employer Accreditation Instructions \(Operational Manual\)](#)

Lesson plan

Time	Topic	Resource	Notes
10 mins	<p>The Accredited Employer Work Visa policy – What is it?</p> <p><i>Explain</i></p> <p>Businesses are encouraged to train, upskill and hire New Zealand workers before they hire migrants. Employers who can't find suitable New Zealanders for a role, can apply to hire migrants on the Accredited Employer Work Visa (AEWV).</p> <p><i>Play this video to give learners an overview Accredited Employer Work Visa</i></p> <p>https://www.youtube.com/watch?v=1nz6navMjjQ</p> <p><i>Show slide 3 to recap and give learners the AEWV Overview Graphic to refer to throughout the session.</i></p> <p>There are three stages in the Accredited Employer Work Visa that must be completed and approved by INZ before the migrant can start their employment.</p>	Slide 3 AEWV Overview Graphic.pdf	

<p>10 mins</p>	<p>These are:</p> <ul style="list-style-type: none"> • Employer Accreditation - the employer must be granted an employer accreditation (WA2) • Job Check - the accredited employer must have a Job Check approved by INZ for any vacancy they need to fill with a non-New Zealand citizen or resident worker (WA3) • Work Visa - a non-New Zealand citizen or resident worker must be granted an Accredited Employer work visa (WA4). <p>Today we'll look at the third check, stage 3 Work Visa. Prior to the applicant applying for the job the employer is accredited (stage 1) and the job they are offering has been checked and approved. Our focus is on assessing the applicant applying for the job. We are not re-assessing stage 1 or 2.</p> <p><i>Explain</i></p> <p>Before we get started let's take a moment to explore the purpose of the AEWV pathway and what it aims to achieve.</p> <p><i>Demonstrate how to open the Operational Manual</i></p> <ul style="list-style-type: none"> • Go to Te Taura > INZkit > Operational Manual • On the left-hand side click Temporary entry class visa • Click Work visas • Click on WA Accredited Employer Instructions <p>The objective of Accredited Employer instructions (WA1.1) Organise the class into pairs, allow 5 minutes to research the question as shown. <i>Ask: What are the 4 objectives of the Accredited Employer instructions? WA1.1(a)-(d)</i></p> <ul style="list-style-type: none"> • Bring the group back together <i>Ask: Who can get me started on one of the objectives? Repeat for each objective.</i> • Reveal on the slides what the objectives are and discuss <p><i>Explain</i></p>	<p>Slide 4</p> <p>Operational Manual</p> <p>Slide 5</p>	
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5 mins	<p>The Accredited Employer instructions contribute to the overall objective of the ‘Work instructions’ by:</p> <ul style="list-style-type: none"> • incentivising employers to employ more New Zealanders to respond to skill and labour shortages over time; and • ensuring that employers only recruit non-New Zealand citizen or residents for genuine shortages, while not displacing New Zealanders from employment opportunities or hindering improvements to wages or working conditions; and • reducing risks around business models and practices that might enable migrant exploitation; and • ensuring that employers are compliant with specific employment, immigration, and business standards, as set out in the instructions. <p>Accredited Employer Work Visa process overview</p> <p><i>Explain</i></p> <p>The Work Visa ties the applicant to the accredited employer who offered the approved job they applied for in their application. If the applicant’s situation changes they need to tell INZ so they can vary the conditions of their visa or apply for a new visa BEFORE their employment changes.</p> <p>For a work visa to be issued, the applicant (the migrant) must meet INZ requirements, including:</p> <ul style="list-style-type: none"> • Identity – (checks are automated in the system, with concerns assessed by the identity team) • Health – (checks are automated in the system, with any concerns assessed by Health Assessment Team) • Character – (checks are automated in the system, with any concerns assessed by an immigration officer) • Relevant qualifications and experience required for the role as specified in the job check. • Employer offer that matches the approved job check, stage 2 of AEWV. 	Slide 6	
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10 mins	<p><i>Show the slide and talk through the steps, emphasising that the policy focusses on the light blue section. Then, explain the following related point:</i></p> <p><i>Explain</i></p> <p>Let's take a look at an example application form from an applicant to get a sense of the information they need to provide.</p> <p><i>Give learners a copy of the application form, give them 10 mins to read through asking them to focus on the sections mentioned above.</i></p> <ul style="list-style-type: none"> • Identity – (Page 1, 2 and evidence provided page 8) • Health – (Page 6) • Character – (Page 5 and 6) • Relevant qualifications and experience – (Page 6, 7 and evidence provided page 8) • Employer offer that matches – (Page 4, 5 and evidence provided page 8) • Declarations made by the applicant 	Handout of application form.pdf	
10 mins	<p><i>Explain</i></p> <p>On page 8 of the application form, you can see an applicant can fill in and complete the online form themselves or pay for assistance from a licensed immigration advisor.</p> <p><i>Explain</i></p> <p>Let's use the Operational Manual to see what's involved when applying for a Work Visa. If you didn't save it as a favourite in your browser last time, here's how to find it.</p> <p><i>Demonstrate how to open the Operational Manual</i></p> <ul style="list-style-type: none"> • Go to Te Taura > INZkit > Operational Manual • On the left-hand side click Temporary entry class visa • Click Work visas 	Slide 7 Operational Manual	

- Click on **WA Accredited Employer Instructions > WA4 Accredited Employer work visa instructions**

Applying for an Accredited Employer work visa instructions (WA4.5)

Organise the class into pairs, allow 5 minutes to research the question as shown.

Ask: What evidence does an applicant need to include with their online form? WA4.5(b) i - iii

- Bring the group back together

Ask: Who can get me started on one of the requirements? Repeat for each objective.

Reveal each point on the slide and explain:

- Applications will apply using a link sent to them by the employer. This link will take them to Immigration Online.
- They must include evidence demonstrating that they meet the AE Work Visa instructions, including copies of the employment agreement, the signed offer of employment, and evidence of the work experience and qualifications set out in the approved Job Check.
- A fee must be paid.

These bullet points are a summary. See the policy for full detail.

Note - *The signed offer of employment does not have to be a separate document to the employment agreement, so long as it is signed by the applicant and employer and includes all information required by WA4.10.1*

Slide 8

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Determining a Work Visa

Outcome: Learners can determine when to grant an Accredited Employer Work Visa.

Resources

- Accredited Employer Work Visa Policy PowerPoint
- [Accredited Employer Work Visa instructions](#)

Lesson plan

Time	Topic	Resource	Notes
10 mins	<p>Before granting an AEWV</p> <p>Ask the group to go to the instructions (WA4.10(a)) and find out what an immigration officer must be satisfied with, before granting an AEWV. Summarise by showing the slide and the detail below:</p> <p>An immigration officer may grant an AEWV if they are satisfied the applicant:</p> <ul style="list-style-type: none"> • meets the 'generic' work visa requirements for applicants (W2.10.1) • holds an offer of employment that meets our requirements <p>Note - this relates to checking that some key terms and conditions meet the conditions set out in the Job Check approval. In some cases, we may rely on declarations from the applicant, in other cases we may check the employment agreement to verify their declarations. We are not re-assessing Job Check requirements, that's been done already.</p> <ul style="list-style-type: none"> • is qualified to do the job they've been offered • where the pay-rate is below the median wage, is not subject to the stand-down period • is applying with an approved Job Check number that hasn't been used. <p>Explain</p> <ul style="list-style-type: none"> • We will cover the middle three bullets, later in this session. The last one is a given, as the Job Check number has either been used or not. This is taken care of by the system and is not something we as immigration officers need to do. 	Slide 9	

5 mins	<p>Next, we will discuss the Generic Work Visa requirements – the top bullet.</p> <p>Generic Work Visa requirements (W2.10.1a)</p> <p><i>Explain</i></p> <p>You completed learning earlier in their induction on generic requirements. Summarise the generic requirements with the bullet points below. Skip past the explanations to ‘What does this mean in practice’ if learners are up to speed with the concept of these otherwise use the information below to recap.</p> <p>All applicants for work visas must meet the requirements for:</p> <ul style="list-style-type: none"> • lodging an application for temporary entry E4; • bona fide applicants E5 • health A4 • character A5. <p>Summarise the contents of each of the sections, if required for your group.</p> <p>E4 – Lodging an application</p> <p><i>Explain</i></p> <p>E4 talks about the generic requirements for Lodging an application for a temporary entry class visa.</p> <p>What does this mean for my role?</p>	Slide 10	
5 mins	<p>Our system automatically checks the applicant has meet these requirements. If they haven't, our support officers assess any areas of concern. You'll not have to assess concerns in relation to lodging an application for a temporary entry class visa as an immigration officer but it's important you know how this happens.</p>		

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5 mins	<p>E5 – Bona fide</p> <p>E5 is about the instructions relating to assessing a person against the ‘bona fide’ requirements.</p> <p><i>Ask: What are the characteristics of a bona fide applicant? (Induction week one online module)</i></p> <p>A bona fide applicant for temporary entry is a person who:</p> <ol style="list-style-type: none"> 1. genuinely intends a temporary stay in New Zealand for a lawful purpose; and 2. in the opinion of an immigration officer is not likely: <ul style="list-style-type: none"> – to remain in New Zealand unlawfully; or – to breach the conditions of any visa granted; or – to be unable to leave or be deported from New Zealand (see E5.10). <p><i>Ask: In AEWV, stage 1 the employer is accredited, stage 2 the job check is approved and now here in stage 3 work visa, what does a bona fide applicant look like in this context?</i></p> <p>Answer:</p> <ul style="list-style-type: none"> • The applicant has a lawful purpose, i.e. a work opportunity in New Zealand. • Now think of it another way, if the applicant had previously been to New Zealand and breached their visa conditions, they may not be a bona fide applicant. It would certainly be a concern for INZ, worth looking into further. <p>What does this mean for my role?</p> <p>You may need to assess if an applicant is bona fide. It is likely you will be able to accept an applicant is bona fide at face value, unless there is a warning against the applicant or a risk rule has triggered.</p>		
5 mins	<p>A4 – Health requirements</p> <p>The health requirements are assessed by the Health Assessment Team who will enter a health status (ASH (Acceptable Standard of Health, or Not ASH) into our Immigration Health System (IHS). This status is sent to ADEPT for immigration officers to see if the applicant meets the health requirements.</p>		

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5 mins	<p>What does this mean for my role?</p> <p>You have no involvement with health assessment; however, you may have to inform an applicant they don't have an acceptable standard of health.</p> <p>Note - Health can be a sensitive matter. If you need to decline an applicant based on 'Not ASH', discuss it with your manager or a TA first, to ensure there are no sensitive circumstances we need to manage (NSFS process).</p> <p>A5 – Character requirements</p> <p><i>Ask: Why do we assess an applicant's character?</i></p> <p>Answer: If an applicant has previous or pending convictions, visa issues entering another country or previously provided false or misleading information, perhaps New Zealand's not for them! It's not to say they can't come to here, but INZ want to consider all the facts before allowing them to enter our borders.</p> <p>The requirement of good character (A5.1) states: Applicants for all visas must:</p> <ol style="list-style-type: none"> 1. be of good character; and 2. not pose a potential security risk. <p>If any person included in the application fails to meet the necessary character requirements and the character requirements are not waived, the application may be declined.</p>		
5 mins	<p>What does this mean for my role?</p> <p>Our system will assess character requirements and request Police checks from overseas or NZ Police checks if required. You may receive an activity where a police certificate needs to be checked e.g. if the applicant has declared criminal conviction in New Zealand.</p>		

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<p>5 mins</p>	<p>What does it mean in practice?</p> <p><i>Explain</i></p> <p>These are core requirements for many work visas. It can be confusing to begin with, but in practice, the applicant must meet the requirements set out in the job check as that will help cover the generic work visa requirements.</p> <p>Note - you will rely on the guidance here, and in the Standard Operating Procedures: Assess Worker Eligibility, which we'll cover shortly to teach you how to specifically check if these requirements are met.</p>	<p>Slide 11</p>	
<p>5 mins</p>	<p>Suspend or cancel an application</p> <p><i>Ask: Why would we need to suspend or cancel an application?</i></p> <p>Answers to include:</p> <ul style="list-style-type: none"> • The employer has been placed on the labour inspectorate stand down list • The employer has employed someone in breach of their visa conditions • The employer is being prosecuted under Section 343(1)(d) of the Immigration Act 2009 (aids, abets, counsels, or procures any other person to be or to remain unlawfully in New Zealand or to breach any condition of a visa granted to the other person under this Act) <p><i>Explain</i></p> <p>We are now going to jump back to the AEWV instructions and pick up where we left off- in WA4.10.</p> <p>Show the slide and ask the group to look at the WA4.10 instructions and find out what to do in the three situations shown on the slide. Ask for volunteers to suggest the answer for each situation.</p> <p><i>Reveal the answers and confirm the correct actions.</i></p> <p><i>Summarise</i></p>	<p>Slide 12</p>	

If an employer accreditation is suspended, all the related open Job Checks/Work Visas are allocated to an Immigration Manager to decide on the best way forward. If the decision is to revoke the employer's accreditation, then you may need to tell the applicant that their employer is no longer accredited with a PPI letter. Ask your manager for guidance during this process.

You can check the employer's accreditation status in ADEPT but an active alert/warning would also likely be in place on the employers profile if:

- the employer had been placed on stand down list or
- we had concerns about possible employer non-compliance.

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Requirements the employment offer needs to meet

Outcome: Learners can provide an overview of the requirements for the offer of employment.

Resources

- Accredited Employer Work Visa Policy PowerPoint
- [Accredited Employer Work Visa instructions](#)

Lesson plan

Time	Topic	Resource	Notes
10 mins	<p>INZ tools for assessing applications</p> <p>Briefly explain the INZ tools used when assessing applications.</p> <p>Ask learners to navigate to each tool and encourage them to save both tools as favourites in their web browser.</p> <p>Tools</p> <ul style="list-style-type: none"> • Operational Manual – we've already been looking at the Operational Manual, which are the immigration instructions we use based on the Immigration Act. • Global Process Manual – contains step-by-step standard operating procedures (SOPs) for processing visa applications. <p>Instructions for accessing Global Process Manual</p> <p>On Te Taura (The Link) go to About us, select Our groups, then Immigration New Zealand, then Resources, finally click INZkit to access the following:</p> <ol style="list-style-type: none"> 1. Click Processing applications, click on View under 'Global Process Manual', click Accredited Employer, click Accredited Employer Work Visa 2. Click on Assess Worker Eligibility <p>Ask learners to focus on 'When to use', 'Context' and point 1 'Assess whether the applicant is</p>	Slide 13	

	<p>suitably qualified to do the job where the occupation requires registration’. Explain that each step in the SOP relates to an individual assessment criteria generated by ADEPT, you do not need to follow the SOP through step by step. You can just refer to the relevant step of the SOP for details on how to assess an assessment criteria.</p> <p><i>Explain</i> Using the Operational Manual in conjunction with the Global Process Manual (SOPs) are your ‘go to’ tools for application processing. Over time you’ll become familiar with these tools, later on in the session we’ll get you started!</p>		
5 mins	<p>Overview of the requirements (WA4.10.1 Requirements for the employment offered)</p> <p><i>Summarise:</i> The offer of employment must:</p> <ul style="list-style-type: none"> • be from an accredited employer If you are required to check the employment agreement, make sure the employer’s name matches with the accredited employer name • be genuine • have the same details as the approved job • have the same (or more favourable) Terms and Conditions as the approved job • still meet ‘acceptable employment’ requirements. <p>We are going to look at these requirements in some more detail now.</p>	Slide 14	
10 mins	<p>Offer must be genuine</p> <p><i>Explain</i> The offer of employment must be genuine and include the following information:</p> <ul style="list-style-type: none"> • name, address & phone number of the employer • name & address of person the job is offered to • a full job description including: 	Slide 15	

<p>– job title, address, type of work, duties and responsibilities, details of pay, conditions of employment, hours of work, duration of the job, and how long the job offer is open.</p> <p>Note - It may not be necessary to check these are present in every case. Speak to an experienced immigration officer or TA for guidance e.g. the specific address of the employer doesn't need to be included, the employee will know this already. The address of the employee is also not really needed. We can use these instructions if we have a huge concern around this area.</p> <p><i>Ask: What is a 'genuine' job?</i> Answer: A job that is real, not false and not fraudulent</p> <p><i>Explain</i> In most cases, this can be accepted at face value. Refer to AEWV Overview Graphic, we know the employer is genuinely operating as a business that is compliant with relevant standards. We have also established the job itself is genuine in the context of the employer's business.</p> <p>Organise the class into groups, allow 5 minutes to research the question shown below and discuss potential indicators of a non-genuine jobs.</p> <p><i>Ask: What things might raise concerns around genuine jobs at this point?</i></p> <p>Answers:</p> <ul style="list-style-type: none"> • There is strong evidence that the applicant has paid for the job, or is engaging in wage recycling (where they are paid a higher wage on paper but pay some of the wage back to the employer) • The employer is a family member, and the applicant doesn't appear to have the right experience or qualifications for the role. <p>Emphasise that in most cases, employers and applicants are genuine and this can be accepted at face value given what we already know. Ensure you follow the risk ratings of the applications.</p> <p>Note - if the application has a risk rule relating to concerns around genuine employment, then you may need to undertake verification rather than accepting the job is genuine at face value.</p>	<p>AEWV Overview Graphic.pdf</p>	
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5 mins	<p>Offer must have the same details as the approved job</p> <p><i>Explain</i></p> <p>These details of the employment offered must be the same as in the approved job, from the job check stage:</p> <ul style="list-style-type: none"> • Location • Occupation • Hours of work (the minimum guaranteed hours must not be less, and the maximum must not be more, than the approved job) • the remuneration must be within the approved range • the direct employer. <p><i>Ask: what do you think you need to consider if the approved job gives a range of hours?</i></p> <p><i>Answer: Again, the hours in the offered employment must be within the range provided in the approved job.</i></p> <p>Note - Once we are processing applications in ADEPT, most of this will be automated in the system. The system will generate an activity when there is a mismatch with what the job check contains and what has been declared or where the employer is triangular or franchisee.</p>	Slide 16	
30 mins	<p>Activities: Case Study 1 and 2</p> <p><i>Explain</i></p> <p>We are going to look at a common assessment activity you'll need to complete.</p> <p><i>Use the scenario below to explain that the group needs to:</i></p> <ul style="list-style-type: none"> • <i>Read the Concern details</i> • <i>Check the Related Instructions and SOP for guidance on what to do</i> • <i>Decide if the INZ Instruction has been met</i> • <i>Explain the rationale behind your decision</i> 	Slide 17 and 18	

Case Study 1: Job Check Validation Activity	Review Concern: Assess whether details of the job match those included in the approved Job Check	Related Instruction: WA4.10.1(c)	SOP: Assess Job Check Validation						
Concern details: The approved Job Check is for a pay rate of \$28-30 per hour, the applicant has been offered \$50 per hour on the offer of employment.									
What do you need to do?: Assess the application against the approved Job Check to see if it meets requirements.									
Prompts: Is there a concern? Yes What is the concern? Difference in hourly rate Hint: Direct them to pay rate if needed									
Instruction met: No	Reason: PPI and decline if the pay rate isn't changed to be within the approved Job Check conditions. This is important because Job Check requires the pay rate is in the advert to match the job offer – advertising a \$50 hourly rate may have attracted more NZ citizens or residents to apply for the role								
SOP Reference:									
<table border="1"> <thead> <tr> <th data-bbox="219 837 1043 935">If</th> <th data-bbox="1046 837 1888 935">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 936 1043 1082">The details of the employment are the same as those approved as part of the Job Check application</td> <td data-bbox="1046 936 1888 1082">Record this in ADEPT and enter 'Yes' in the instruction met field</td> </tr> <tr> <td data-bbox="219 1083 1043 1265">The details of the employment are NOT the same as those approved as part of the Job Check application</td> <td data-bbox="1046 1083 1888 1265">Enter 'No' in the instruction met field. Select PPI as the recommended action and provide reasons for the next IO to pick up the PPI activity</td> </tr> </tbody> </table>				If	Then...	The details of the employment are the same as those approved as part of the Job Check application	Record this in ADEPT and enter 'Yes' in the instruction met field	The details of the employment are NOT the same as those approved as part of the Job Check application	Enter 'No' in the instruction met field. Select PPI as the recommended action and provide reasons for the next IO to pick up the PPI activity
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Case Study 1 Debrief

- Ask the group how many thought the instruction was met – ask them how they came to the decision and what did they do?
- Ask the group, those who thought the instruction was not met, how they came to the decision and what did they do?

Case Study 2: Job Check Validation Activity	Review Concern: Assess whether details of the job match those included in the approved Job Check	Related Instruction: WA4.10.1(c)	SOP: Assess Job Check Validation						
Concern details: The approved Job Check is for a pay rate of \$40-47 per hour, however the applicant has been offered \$49 per hour.									
What do you need to do?: Assess the application against the approved Job Check to see if it meets requirements.									
Prompts: Is there a concern? No		What is the concern? Not applicable	Hint: Direct them to pay rate if needed						
Instruction met: Yes	Reason: For a very minor \$1 difference, consider whether the extra \$1 would have attracted someone in NZ to apply for the role back at the job check stage. Probably not – however at the lower end of the market the situation might be different. E.g. approved job check is \$25-26, applicant is offered \$28. That could make more of a difference to someone.								
SOP Reference:									
<table border="1"> <thead> <tr> <th data-bbox="219 837 1043 922">If</th> <th data-bbox="1046 837 1888 922">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 924 1043 1090">The details of the employment are the same as those approved as part of the Job Check application</td> <td data-bbox="1046 924 1888 1090">Record this in ADEPT and enter 'Yes' in the instruction met field</td> </tr> <tr> <td data-bbox="219 1091 1043 1257">The details of the employment are NOT the same as those approved as part of the Job Check application</td> <td data-bbox="1046 1091 1888 1257">Enter 'No' in the instruction met field. Select PPI as the recommended action and provide reasons for the next IO to pick up the PPI activity</td> </tr> </tbody> </table>				If	Then...	The details of the employment are the same as those approved as part of the Job Check application	Record this in ADEPT and enter 'Yes' in the instruction met field	The details of the employment are NOT the same as those approved as part of the Job Check application	Enter 'No' in the instruction met field. Select PPI as the recommended action and provide reasons for the next IO to pick up the PPI activity
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The details of the employment are the same as those approved as part of the Job Check application	Record this in ADEPT and enter 'Yes' in the instruction met field								
The details of the employment are NOT the same as those approved as part of the Job Check application	Enter 'No' in the instruction met field. Select PPI as the recommended action and provide reasons for the next IO to pick up the PPI activity								

Case Study 2 Debrief

- Ask the group how many thought the instruction was met – ask them how they came to the decision and what did they do?
- Ask the group, those who thought the instruction was not met, how they came to the decision and what did they do?

Time	Topic	Resource	Notes
5 mins	<p>Employment offered must still meet ‘acceptable employment’ requirements</p> <p><i>Explain</i></p> <p>The employment must continue to meet all other requirements for acceptable employment as specified at WA3.15, including the remuneration thresholds in effect at the time the Accredited Employer work visa application is made.</p> <p><i>Click the link, to remind the group of the requirements of WA3.15</i></p> <p>Remind learners and emphasise trust in the system: ADEPT automates a lot of the assessment process, it will generate a manual activity for an immigration officer to assess when a risk is triggered or a concern is identified. If this happens you need to focus on the concern, in this case the pay rate and assess if the requirements have been met. Avoid re-assessing job check instructions.</p>	Slide 19	
10 mins	<p>Is the applicant suitably qualified to do the job? (WA4.10.5)</p> <p><i>Explain</i></p> <ul style="list-style-type: none"> • The applicant is suitably qualified if they have the minimum role requirements listed in the Job Check, including qualifications, work experience, skills, and other specifications. • An immigration officer may accept that an applicant is suitably qualified, without seeing evidence, where: <ul style="list-style-type: none"> – an IO has already assessed and accepted evidence as part of a previous application; or – the applicant holds evidence of full or provisional occupational registration, when the job requires registration. <p><i>Explain</i></p> <p>While the approved Job Check may specify a NZ level of qualification, we do not necessarily need to see a NZ qualification or a formal assessment from the NZQA of an overseas qualification (International Qualification Assessment - IQA) to meet the Job Check requirements.</p>	Slide 20	

	<p>If you are satisfied that an overseas qualification is broadly comparable to the level of qualification stated in the approved Job Check, you can be satisfied that the application meets requirements. E.g. it should be reasonably easy to Google a qualification from the UK or Australia and see how it might compare to an NZ qualification. If it's from a country without a comparable education system you might need to ask for an International IQA if you can't work out where it sits.</p> <p>Note - <i>Speak to a TA if you are unsure whether or not to request an IQA from the client (ie. for non-Green List occupations).</i></p> <p>The exception to this is where the qualification is required for the purposes of meeting the requirements of a Green List occupation. In that case, the qualification needs an IQA unless it is exempt from assessment by virtue of being listed on appendix 3 of the INZ Ops Manual (bring up appendix 3 for IOs to look at).</p>		<p>Green List Occupations</p> <p>Green List occupations are hard-to-fill, high-skill roles that provide a priority pathway to residency.</p>
30 mins	<p>Activities: Case Study 3 and 4</p> <p><i>Explain</i></p> <p>Let's look at another common assessment activity you'll need to complete.</p> <p><i>Use the scenario below to explain that the group needs to:</i></p> <ul style="list-style-type: none"> • <i>Read the Concern details</i> • <i>Check the Related Instructions and SOP for guidance on what to do</i> • <i>Decide if the INZ Instruction has been met</i> • <i>Explain the rationale behind your decision</i> 	Slide 21 and 22	

<p>Case Study 3: Worker Eligibility Activity</p>	<p>Review Concern: Assess whether the applicant is suitably qualified to do the job</p>	<p>Related Instruction: WA4.10.5(a)</p>	<p>SOP: Assess Worker Eligibility</p>
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Concern details: The approved Job Check requires 3 years of experience. Applicant has 1 year of experience.	
What do you need to do?: Assess whether the applicant is suitably qualified to do the job.	
Prompts: Is there a concern? Yes	What is the concern? Applicant has insufficient experience
	Hint: Work experience
Instruction met: No	Reason: PPI the applicant stating they do not meet Job Check requirements and need to provide evidence of more experience. This is important because the Job Check requires the level of experience in the advert – advertising with just 1 year of experience required may have attracted more people in NZ to apply for the role.
SOP Reference:	
The applicant does not hold the qualifications, work experience, skills or specifications for the job	Enter 'No' in the instruction met field. Select PPI as the recommended action and provide reasons for the next ID to pick up the PPI activity

Case Study 3 Debrief

- Ask the group how many thought the instruction was met – ask them how they came to the decision and what did they do?
- Ask the group, those who thought the instruction was not met, how they came to the decision and what did they do?

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Case Study 4: Worker Eligibility Activity	Review Concern: Assess whether the applicant is suitably qualified to do the job	Related Instruction: WA4.10.5(a)	SOP: Assess Worker Eligibility				
Concern details: The approved Job Check requires 3 years of experience. Applicant has 2 years and 9 months of experience.							
What do you need to do?: Assess whether the applicant is suitably qualified to do the job.							
Prompts: Is there a concern? No What is the concern? Not applicable Hint: Work experience							
Instruction met: Yes	Reason: If we are satisfied the applicant can do the job, and the applicant is only narrowly short of not meeting the requirements, we can consider that they meet the intent of the Job Check, and that approving would not undermine the intent of the instructions.						
SOP Reference:							
<table border="1"> <thead> <tr> <th data-bbox="219 834 1032 930">If</th> <th data-bbox="1032 834 1895 930">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 930 1032 1169"> The applicant holds the qualifications, work experience, skills or specifications for the job AND The immigration officer is satisfied that the information is genuine </td> <td data-bbox="1032 930 1895 1169"> Record this in ADEPT and enter 'Yes' in the instruction met field </td> </tr> </tbody> </table>				If	Then...	The applicant holds the qualifications, work experience, skills or specifications for the job AND The immigration officer is satisfied that the information is genuine	Record this in ADEPT and enter 'Yes' in the instruction met field
If	Then...						
The applicant holds the qualifications, work experience, skills or specifications for the job AND The immigration officer is satisfied that the information is genuine	Record this in ADEPT and enter 'Yes' in the instruction met field						

Case Study 4 Debrief

- Ask the group how many thought the instruction was met – ask them how they came to the decision and what did they do?
- Ask the group, those who thought the instruction was not met, how they came to the decision and what did they do?

Time	Topic	Resource	Notes
5 mins	<p>AEWV timeframes/currency (WA4.15a&b)</p> <p><i>Explain</i></p> <p>We are going to skip past some of the details in WA4.10 to look at the length of time you can grant a AEWV for, to help us work through the next topic of stand-downs.</p> <p><i>Explain Visa timeframes using the slide</i></p> <p>An Accredited Employer Work Visa may be granted for the offered employment period, up to a maximum of:</p> <ul style="list-style-type: none"> • 3 years for employment at, or above, the median wage We can grant less than the 3-year maximum if the applicant doesn't have medicals or Police Checks. E.g. If the applicant has provided medicals but not provided a Police Check (and there are no character concerns) we can grant a 24-month visa for employment paid above the median wage if the applicant has declared they intend to stay less than 24 months. • 2 years for employment below the median wage, unless a 2-year visa would exceed the maximum allowed period for applicants who are subject to a 'stand-down period' under WA4.10.10. In which case the visa can be granted for the remainder of the 2-year period. 	Slide 23	
5 mins	<p>Applicants subject to a stand-down period (WA4.10.10)</p> <p><i>Ask: What is a stand-down period and what does it mean for an applicant?</i></p> <p>Answers to include:</p> <ul style="list-style-type: none"> • If an applicant is paid below the median wage, they need to leave New Zealand for 12 months in a row before they can apply for a further AEWV. • The applicant can get another visa for a job paid above the median wage without having to complete a stand-down period. 	Slide 24	

- The applicant cannot support a visa application for a partner or dependent child if their remuneration was assessed as being below the median wage
As per the Note under WA4.10.15, the minimum income threshold ‘must be calculated on the basis of no more than 40 hours’ work per week’. This means that it is still possible for applicants to be earning below the median wage (in an occupation on Appendix 14 that is exempt from the median wage threshold) and still able to meet the minimum income threshold to support dependent children i.e. $\$25 \times 40 \times 52 = \$52,000$ per annum. So it comes down to how many hours is guaranteed in their employment agreement.

Explain

- A person may hold AEWVs for employment paid **below the median wage** for a maximum of 2 years.
- Then, they are subject to a stand-down period of 12 consecutive months outside New Zealand.
- Then, they are eligible for an AEWV again.

Example:

- An applicant was approved a two-year work visa as a Fast-Food Cook at the pay rate of \$28 an hour. This pay rate is below the median wage but allowed as the role is exempt from the median wage (appendix 14).
- The applicant is unable to support a family member and must leave NZ for 12 months before we can grant another visa paid at below the median wage beyond the 2-year period.
- Towards the end of their two-year visa, the applicant applied for a new visa as a Cook, paid at \$29.66 per hour. They may be approved a 3-year AEWV without having to observe a stand-down period and can now support family members.

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Overview of partners and dependent child or children

Outcome: Learners can calculate the remuneration for a job, based on detail in an employment agreement.

Resources

- Accredited Employer Work Visa Policy PowerPoint
- [Accredited Employer Work Visa instructions](#)

Lesson Plan

Time	Topic	Resource	Notes
5 mins	<p><i>Explain</i></p> <p>An Accredited Employer Work Visa holder can support:</p> <ul style="list-style-type: none">• work visas for partners• visitor or student visas for dependent children, as long as they meet the income requirement, see minimum income threshold specified at V3.10.10 or U8.20.• If they are paid under the median wage, they can also support a visitor visa for your partner.• If they can't support their partner or dependent children to apply, the partner and dependent children can apply for a visa in their own right.	Slide 25	

AEWV conditions

Outcome: Learners can describe the conditions under which a AEW Visa is granted.

Resources

- Accredited Employer Work Visa Policy PowerPoint
- [Accredited Employer Work Visa instructions](#)

Lesson Plan

Time	Topic	Resource	Notes
5 mins	<p>AEWV Conditions (WA4.15c&d)</p> <p>Ask the group to go to WA4.15 c & d and read the content. After two minutes, ask a volunteer to summarise it.</p> <p>Reveal the paraphrased summary, as shown below:</p> <p>When granted, the AEWV holder must:</p> <ul style="list-style-type: none">• work in a specified occupation and location, for a specified employer• be paid at or above a specified remuneration level• provide evidence of the payment of remuneration, if requested by INZ• not be placed in a triangular employment arrangement unless the approved job specifies that. <p>Remind the group</p> <p>The Visa timeframes/currency topic is also contained in this area of the instructions, and that we looked at that earlier in the session, as part of understanding the stand-down period rules.</p> <p>Note - that in ADEPT these conditions will be set automatically and be the same as those specified in the approved Job Check.</p>	Slide 26	

Live activity with TA

Topic outcomes

By the end of this topic, learners will be able to apply the end-to-end process when assessing an Accredited Employer Work Visa activity.

Topic resources

- Facilitator computer and projector
- Participant computers
- Live activities

Lesson plan

Time	Topic	Resource	Your notes
1 hr	<p>This session could also be run as a demonstration by the TA, showing the group live activities in ADEPT.</p> <p>Technical Advisor to allocate ADEPT activities.</p> <p>Explain that learners can raise their hand at any time to ask questions of the TA or the facilitator.</p> <p>Explain that each time learners get to a point of wanting to make a determination in ADEPT they are to stop and seek approval from the TA before proceeding. Explain that this is crucial as the learners do not yet have the authority to make such decisions.</p> <p>If learners get to a point that they have determined that further information is required, write a bullet list of required information, and show it to the TA. Once approved the TA explain the next steps. Provide the learners with a new activity to work on.</p>	Live assessment activities	

Close

Outcome: Learners reflect on what they've learnt and ask final questions.

Resources

- Accredited Employer Work Visa Policy PowerPoint

Lesson Plan

Time	Topic	Resource	Notes
6 mins	Session close <ul style="list-style-type: none">• Answer any final questions.	Slide 27	
	Reflect <p><i>Use a reflection activity from your facilitation toolkit that is different from the activity you used in the previous workshop. For e.g. You may choose one of the following activities, or merge two activities.</i></p> <ul style="list-style-type: none">• Small groups, different to those they've been working in during the course, share their key takeaways.• Small groups write 1-2 of the hardest questions they have about the topic – Other groups then answer those questions.• Sit learners in a circle - have them ask a question they have that is unanswered. They then throw a ball to another learner – the learner who catches the ball answers the question.• Put key topic words on cards and put them in a bag/hat - have the learners draw a card and talk about the topic for 30 seconds. <p>After the small group activity, ask the group to show 1-5 fingers in response to the question, "How confident are you in completing the tasks you learned in this session?"</p>		



Accredited Employer Work Visa Policy

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**NEW ZEALAND
IMMIGRATION**

Topics

Welcome

About Accredited Employer Work Visa

Determining an Accredited Employer Work Visa

Requirements the employment offer needs to meet

Overview of partners and dependent child or children

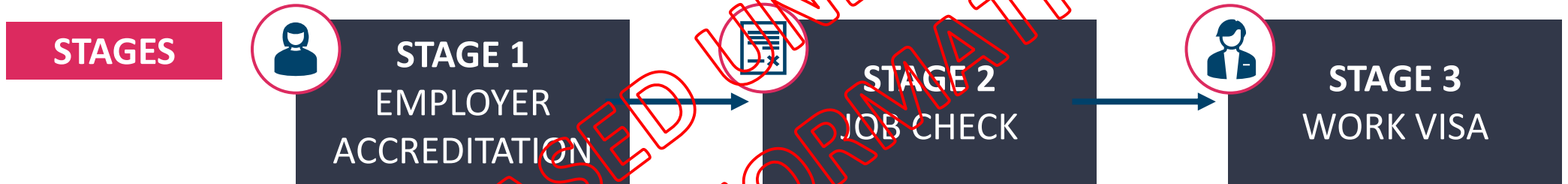
Accredited Employer Work Visa Conditions

Live Activity with TA

Close

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The Accredited Employer Work Visa policy



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Open Operational Manual

- Go to Te Taura > INZkit > [Operational Manual](#)
- On the left-hand side click “**Temporary entry class visa**”
- Click “**Work visas**”
- Click on **WA Accredited Employer Instructions**

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Objective of Employer Accreditation instructions (WA1.1)

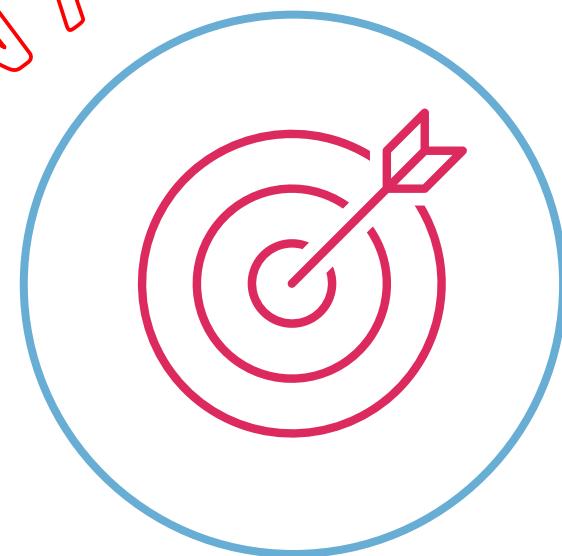
The Accredited Employer policy contributes to the *Reconnecting New Zealand* strategy. The EA instructions:

Incentivise employment of New Zealanders

Promote migrant recruitment for genuine skill shortages

Reduce migrant exploitation risks

Ensure employers comply with employment & immigration standards



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Work Visa process overview

The process includes the requirements that a work visa applicant must meet.



1

Migrant applies and uploads required application evidence. These checks are completed.

- **Identity**
- **Health**
- **Character**
- **Relevant qualifications and experience for the approved role**

2

The employment offer matches the approved Job Check

3

All requirements are met and the AEWV is issued

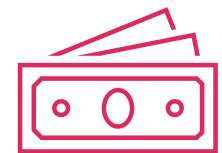
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Open Operational Manual

- Go to Te Taura > INZkit > [Operational Manual](#)
- On the left-hand side click “**Temporary entry class visa**”
- Click “**Work visas**”
- Click on **WA Accredited Employer Instructions**
- Click on **WA4 Accredited Employer work visa instructions**

Applying for an AEWV

- Applications will apply using a link sent to them by the employer. This link will take them to **Immigration Online**.
- They must include **evidence** demonstrating that they meet the AE Work Visa instructions, including copies of the employment agreement and the signed offer of employment.
- A **fee** must be paid.



Determining a Work Visa (WA4.10)

An immigration officer may grant an AEWV if they are satisfied the applicant:

- meets the '**generic**' work visa requirements for **applicants** (W2.10.1)
- holds an offer of employment that meets our requirements
- is qualified to do the job they've been offered
- where the pay rate is below the median wage, is not subject to the stand-down period
- is applying with an approved Job Check number that hasn't been used.



Paraphrased

Generic Work Visa requirements (W2.10.1a)

All applicants for work visas must:

a) meet the requirements for:

- **lodging an application** for temporary entry [E4](#);
- **bona fide** applicants [E5](#)
- **health** [A4](#) and
- **character** [A5](#).



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What does this mean in practice? (W2.10.1 b&c)

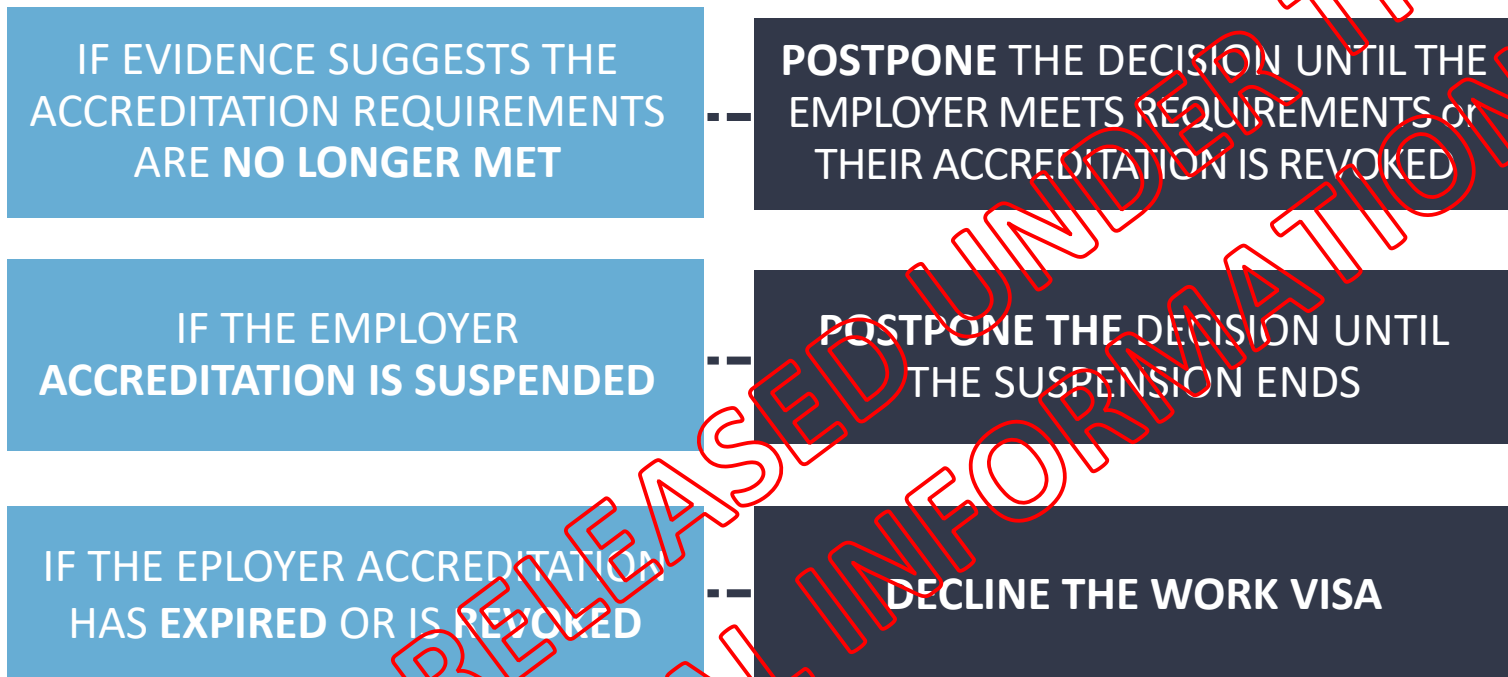
The applicant must meet the requirements set out in the job check as that will cover the generic work visa requirements.



Paraphrased

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Suspend or cancel an application (WA4.10)



Paraphrased.

INZ Tools - Global Process Manual (SOPs)

- Go to Te Taura > INZkit > Processing applications
- Under Global Process Manual click **“View”**
- Click on **“Accredited Employer”**
- Click on **“Accredited Employer Work Visa”**
- Click on **“Assess”**
- Click on **“Assess Worker Eligibility”**

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Requirements for the employment offered (WA4.10.1)

The offer of employment must:



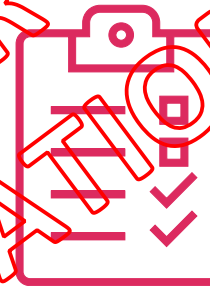
BE FROM AN
ACCREDITED
EMPLOYER



BE GENUINE



HAVE THE
SAME DETAILS
AS THE
APPROVED JOB



HAVE THE SAME
(or more favourable)
T&Cs AS THE
APPROVED JOB



STILL MEET
'ACCEPTABLE
EMPLOYMENT'
REQUIREMENTS

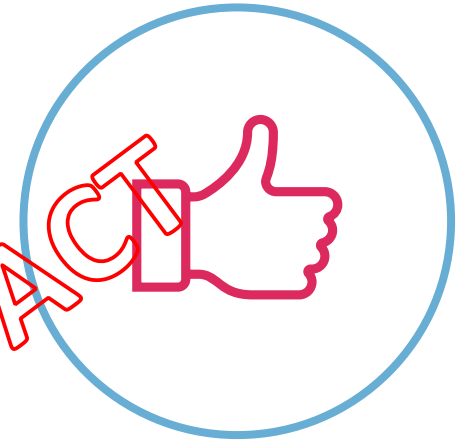
Requirement titles are paraphrased.

INZ will decline a work visa application if the employment was offered as a result of payment made or promised by the applicant (or their agent) to the employer (or their agent) in exchange for securing that offer of employment.

Offer must be genuine

The offer of employment must be genuine and include the following information:

- name, address & phone number of employer
- name & address of person the job is offered to
- a full job description including:
 - job title, address, type of work, duties and responsibilities, details of pay, conditions of employment, hours of work, duration of the job, and how long the job offer is open.



Paraphrased.

Offer must have the same details as the approved job

These details of the employment offered must be the same as in the approved job:

- Location and occupation
- Hours of work (the minimum guaranteed hours must not be less, and the maximum must not be more, than the approved job)
- the remuneration must be within the approved range
- the direct employer



Activity: Case Study 1

Case Study 1: Job Check Validation Activity	Review Concern: Assess whether details of the job match those included in the approved Job Check	Related Instruction: WA4.10.1(c)	SOP: Assess Job Check Validation
Concern details: The approved Job Check is for a pay rate of \$28-30 per hour, the applicant has been offered \$50 per hour on the offer of employment.			
What do you need to do?:			
Instruction met:	Reason/Rationale:		
SOP Reference:			

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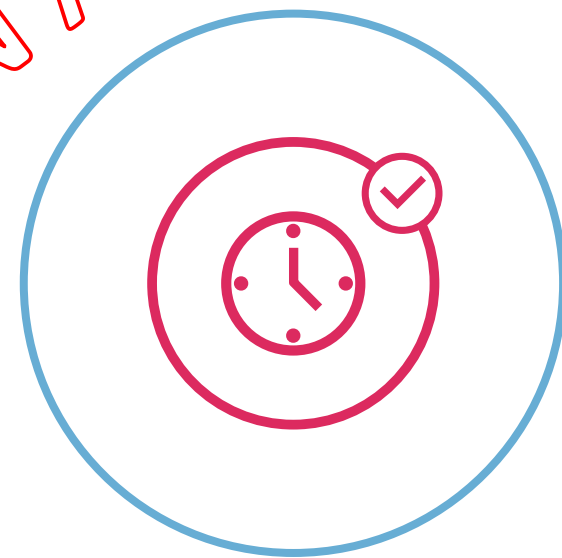
Activity: Case Study 2

Case Study 2: Job Check Validation Activity	Review Concern: Assess whether details of the job match those included in the approved Job Check	Related Instruction: WA4.10.1(c)	SOP: Assess Job Check Validation
Concern details: The approved Job Check is for a pay rate of \$40-47 per hour, however the applicant has been offered \$49 per hour.			
What do you need to do?:			
Instruction met:	Reason/Rationale:		
SOP Reference:			

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Still meets 'Acceptable Employment' requirements?

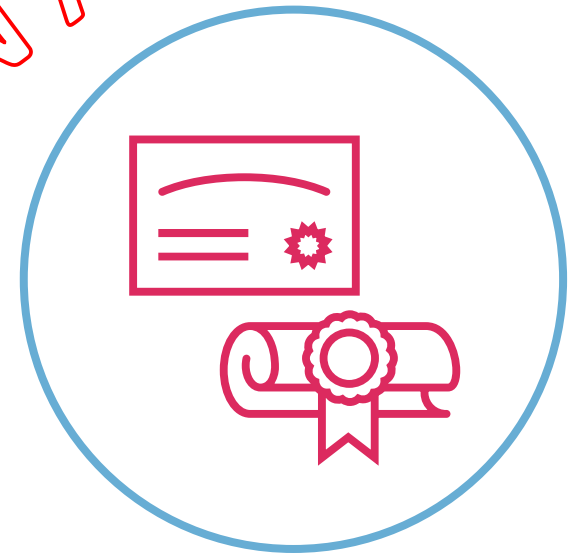
The employment must continue to meet all other requirements for acceptable employment as specified at [WA3.15](#), including the remuneration thresholds in effect at the time the Accredited Employer work visa application is made.



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Is the applicant suitably qualified to do the job? (WA4.10.5)

- The applicant is suitably qualified if they have the minimum role requirements listed in the Job Check, including qualifications, work experience, skills and other specifications.
- An immigration officer may accept that an applicant is suitably qualified, without seeing evidence, where:
 - an IO has already assessed and accepted evidence as part of a previous application; or
 - the applicant holds evidence of full or provisional occupational registration, when the job requires registration.



Activity: Case Study 3

Case Study 3: Worker Eligibility Activity	Review Concern: Assess whether the applicant is suitably qualified to do the job	Related Instruction: WA4.10.9(a)	SOP: Assess Worker Eligibility
Concern details: The approved Job Check requires 3 years of experience. Applicant has 2 year of experience.			
What do you need to do?:			
Instruction met:	Reason/Rationale:		
SOP Reference:			

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Activity: Case Study 4

Case Study 4: Worker Eligibility Activity	Review Concern: Assess whether the applicant is suitably qualified to do the job	Related Instruction: WA4.10.5(a)	SOP: Assess Worker Eligibility
Concern details: The approved Job Check requires 3 years of experience. Applicant has 2 years and 9 months of experience.			
What do you need to do?:			
Instruction met:	Reason/Rationale:		
SOP Reference:			

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