



NEW ZEALAND  
IMMIGRATION

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# Navigating ADEPT for SMC

January 2023

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# Session Overview:

- Locate employer accreditation through various systems
- Understand how to navigate ADEPT for SMC purposes
- Understand whether Accreditation is still valid

## Section 6(c)

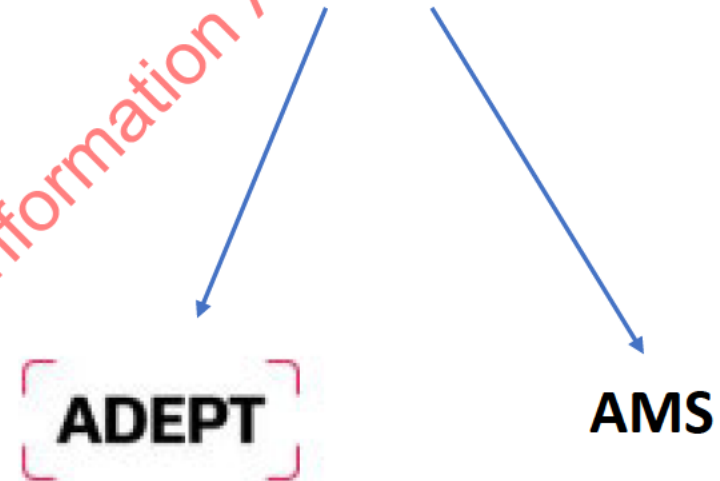
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# Employer Accreditation & SMC

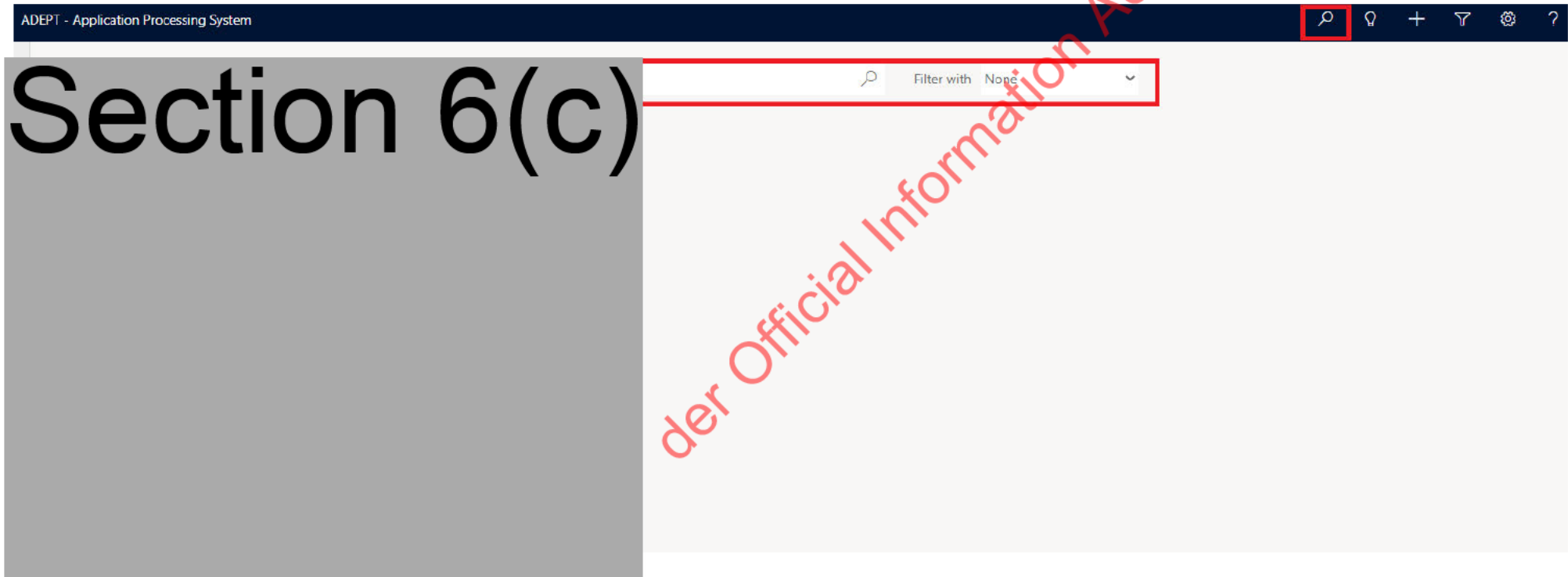
- When assessing SMC where the client has a **New Zealand employer**, part of your assessment will require you to establish whether they are an accredited employer.
- This will determine how in depth you need to assess the employer's compliance – **trust the Accreditation process!**
- We will still need to assess whether they meet the other instructions listed in SM6 (e.g. ANZSCO, Suitably qualified, Remuneration etc.)

*There are two places we can locate Accreditation:*



# Locating Employer Accreditation - ADEPT

1. Search for the Employer through the search bar



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# Locating Employer Accreditation - ADEPT

2. Click into the correct employer and the following screen will appear, which shows:

- *Legal Entity Accreditation is under*
- *Expiry date*
- *Accreditation Status*

Section 6(c)

General NZBN Accreditation Job Checks Job Tokens Alerts & Warnings Monitoring Connections Related

Business details

Business name Section 6(c)

NZBN

Business Type ---

Registration Date Section 6(c)

Search URL

Entity Status

Details Last Updated 30-January-2023 2:45 PM

Industry Classification Code Q840

Primary Contact Information Section 6(c)

Client details

AMS Client Number ---

Accreditation details

Current Accreditation Section 6(c)

Accreditation type

Expiry Date

Accreditation status

Total Jobs 10,009

Last updated: 31-January-2023 12:54 PM

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# Accreditation Status



Ensure you are double checking the expiry date and Accreditation Status:

- **Active** = Current Accreditation
  - **Revoked**
  - **Expired**
  - **Declined**
  - **Suspended**
  - **Interim** = Still pending assessment (Interim visa - Employer Accreditation)
- No longer hold accreditation

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# Locating Employer Accreditation - ADEPT

- Click into the Accreditation tab to find the accreditation application number

← Save Save & Close Open Org Chart Deactivate Connect | Refresh Check Access Process Follow Flow Word Templates Run Report Share

## Section 6(c)

# inz-adt-ao-app-powerautomate-086-prd Active  
Owner Status Reason

General NZBN Accreditation Job Checks Job Tokens Alerts & Warnings Monitoring Connections Related

### Accreditation Applications

Add Existing Employer... Refresh Flow

| Name            | Portal Reference Nu... | Accreditation Type | Priority | Internal Status | External Status | No. of outs... | Current PPI... | Created On |
|-----------------|------------------------|--------------------|----------|-----------------|-----------------|----------------|----------------|------------|
| Section 9(2)(a) |                        |                    |          |                 |                 |                |                |            |

1 - 1 of 1 Page 1

Application Under Assessment

### Accreditation Approvals

Add Existing Accredita... Refresh Flow

| Trading Name | Accreditation type | Accreditation Application | Expiry Date | Business | Status Reason | Created On |
|--------------|--------------------|---------------------------|-------------|----------|---------------|------------|
| Section 6(c) |                    |                           |             |          |               |            |

# Employer Warnings & Alerts - ADEPT

- As we transition a number of products onto the ADEPT system we will need to look for warnings in two places:
  - AMS, AND
  - ADEPT
- To locate a warning on ADEPT you will complete the same steps as locating the accreditation of the employer. However, instead you will click into the “**Alerts and warning**” tab

9(2)(a) of the OIA

General NZBN Accreditation Job Checks Job Tokens **Alerts & Warnings** Monitoring Connections Related

Alerts

+ New Alert/Warning Add Existing Alert/War... Refresh

| Name              | Classification | Source | Specific Alert | Description | Expiry Date | Approval Stat... | Created By | Created On |
|-------------------|----------------|--------|----------------|-------------|-------------|------------------|------------|------------|
| No data available |                |        |                |             |             |                  |            |            |





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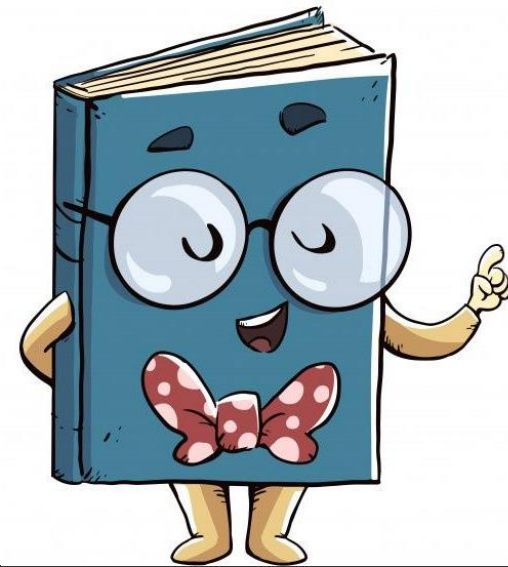
# AMS Training

February 2023  
Section 9(2)(a)

Release under Official Information Act

# SESSION OVERVIEW

- Application Management System (AMS)
- AMS Overview
- Design Principles
- AMS Locations
- When should you update the AMS Location?
- Non-actionable applications
- Adding a Bring-Up
- Workflow Reasons
- Receiving Additional Information



# Application Management System [AMS]

- What is AMS?
  - AMS is an application used to process and store immigration applications for visa applicants of INZ
- Why we use AMS?
  - AMS is one of our key business applications in INZ as we can track and update the progress of visa requests as they go through the different stages of the visa application life cycle
- When do I use AMS?
  - You will use this regularly as you review and assess visa applications
- Useful information
  - AMS is an application installed on your computer
  - You can access the AMS manual: [AMS Manual](#)



# AMS Overview



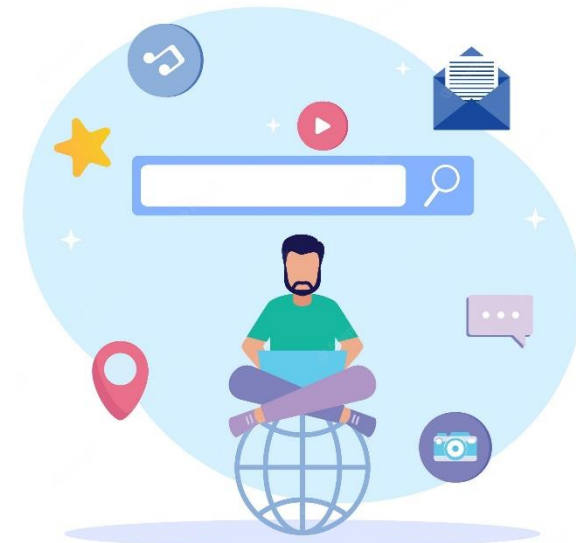
New Zealand Government

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# Design Principles

- Non-actionable work is managed by the Support Team
- AMS is used to keep accurate, up to date information about work in progress
- The use of AMS Location replaces the use of case managers to manage queues of work
- The Case Manager does not change (unless necessary)

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# AMS Locations

- AMS Location will be used to record what queue an application is in, and describe the status of work on hand.
- The following locations will be used:
  - Not Allocated
  - Assigned
  - Non-actionable
  - Actionable
  - Waivers
  - Quality Control
  - Issue AIP
  - AIP Response
  - Labels

The screenshot displays the 'AMS - [Application Details]' window. The title bar includes standard window controls and a 'Back' button. The menu bar contains 'File', 'Edit', 'Special', 'Window', and 'Help'. The toolbar features various icons for navigation and actions. The main content area shows the following details:

- Application Number: [Redacted]
- Visa, Resident, Skilled Migrant
- 00.00
- Principal Applicant: [Redacted]
- Held At: Manukau Branch (Retain for 20 Years)
- File Number: [Redacted]
- Case Manager: Not Allocated, Residence QC (Change)
- Type: Standard
- Location: Quality Control (Change)
- Date Tended: 29/Oct/2020
- Date Accepted: 29/Oct/2020
- Status: Accepted (Green indicator)
- Date Decided: [Empty]
- Date Completed: [Empty]
- Decision: [Empty]
- Add QFTZ
- Risk Rating: High

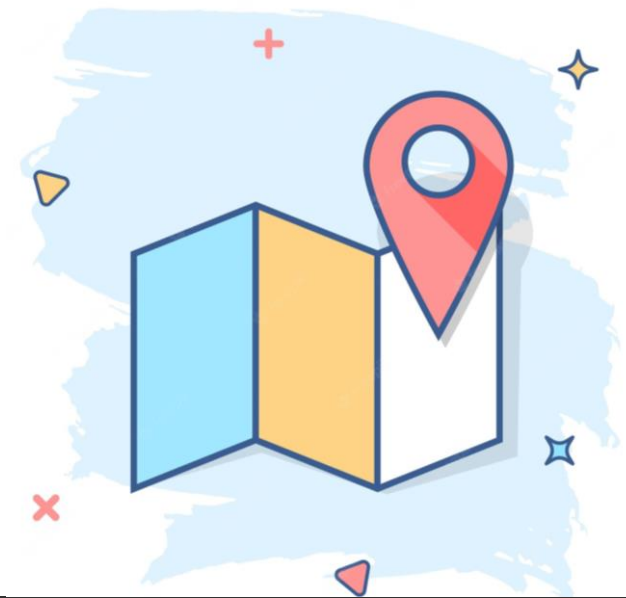
At the bottom, there is a 'Summary' tab and a list of sub-tabs: Applicant(s), Fees, Contacts, Determination, Templates, English. The status bar shows 'Ready', 'Audit Trail is OFF', and 'DB = amsbranch'.

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# When should you update the AMS Location?

- When the application requires a waiver (IO)
- When a waiver has been approved/declined (TA)
- When the application is being made non-actionable (IO)
- When a decision has been recommended and the application requires a Quality Control Check (IO)
- When a Quality check has been completed (TA)

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# Non-actionable Applications

## What is a non-actionable application?

- An application is **non-actionable** when it is waiting for additional information from the client and/or a third party before assessment can continue or a decision can be made.

## If you are assessing an application and further information is required:

1. Request the information as usual
2. Create a bring-up with the due date  
*only one bring-up per application – if more than one piece of information has been requested, use the earliest date for the bring-up*
3. Select the appropriate AMS reason(s) (you can select more than one)
4. Update the AMS Location to “Non-actionable”





# Adding a Bring-Up

The screenshot displays the AMS software interface. The main window, titled "AMS - [Application Details]", shows application information for "Section 9(2)(a)". The "AMS - Workflow Management" window is also visible, showing a table of bring-up applications. The "Add Bring Up" dialog box is open, allowing the user to configure a new bring-up. The dialog includes the following fields and options:

- Application Number:** 9(2)(a) of the OIA
- Bring Up Date:** Options for Exact Date, Weeks Forward, and Months Forward. The date is set to 16/Aug/2017.
- Bring Up Type:** Options for File and Priority. The Priority option is selected.
- Bring Up Notes:** A text area for additional notes.

A red watermark "Released under Official Information Act" is overlaid diagonally across the image.

# Workflow Reasons

**NA - Client information:** Supporting information requested from the applicant

**NA - Deferred:** The application has been deferred

**NA - Employer information:** An employer questionnaire has been requested

**NA - Files requested:** Previous application files have been requested

**NA - Foreign Police Check**

**NA - Internal advice:** Internal advice has been requested (e.g. legal advice, no surprises process)

**NA - Medical assessment:** The applicant has a medical that is either under assessment by the HAT team or referred to a Medical Assessor

**NA - NSC**

**NA - NZ Police Check**

**NA - PPI response**

**NA - Unlawful**

**NA - Verification (IO):** The IO is performing verification on the application that has a long lead time (e.g. an interview or site visit has been scheduled)

**NA - Verification (referred):** A verification request has been made to either the Verification Support Team, another office, or a third party

The screenshot displays the 'AMS - Workflow Management' application. The main interface includes a toolbar with icons for adding, deleting, and refreshing data. Below the toolbar, there are search filters for 'Case Manager' (set to 'Section 9(2)(a)'), 'Date Tendered' (From: 15/Aug/2016, To: 15/Aug/2017), 'Location' (All Locations), and 'Type' (All Bring Ups). A summary panel on the right shows statistics: Total Applications: 1, Total Tendered: 1, Total Accepted: 0, Total Recommended: 0, and Total Decided: 0. The main data table has columns for 'Bring Up / Application Date', 'Applicant', 'AppNbr', 'Application Type', 'Priority', 'Days Since Tender', 'Date Tendered', 'Date Accepted', 'Status', 'Reason', and 'Risk Rating'. A row for 'Section 9(2)(a)' is selected, and a context menu is open over it, with 'Select Reasons' highlighted. A 'WFM Reasons' dialog box is open, showing a list of reasons for selection, including 'NA - Client information', 'NA - Deferred', 'NA - Employer information', 'NA - Files requested', 'NA - Foreign Police Check', 'NA - Internal advice', 'NA - Medical assessment', 'NA - NSC', 'NA - NZ Police Check', 'NA - PPI response', 'NA - Unlawful', 'NA - Verification (IO)', and 'NA - Verification (referred)'. The 'NA - Verification (referred)' option is highlighted in the dialog box.

# Receiving Additional Information

If you receive additional supporting information from a client or their representative for a **non-actionable** application:

1. Create a note in AMS to record that the information was received
2. Delete the relevant workflow reason
3. Forward the email to the Support Team for printing and filing with the application

If you need to extend a due date for a **non-actionable** application, you can edit the bring up and change the date. The application will now become actionable when the new due date passes.



# QUESTIONS?

*'You are not expected to know everything, you are expected to wish to know'*

*- Tom Brokaw*



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### Skilled Migrant Category

Application: [Click or tap here to enter text.](#)

Lodgement date: [Click or tap to enter a date.](#)

Triage **To be initiated.**

Triaged risk level: [Choose an item.](#)

Application form signed or electronically signed

AMS updated (family tab, contacts tab, and address tab)

Country of birth/citizenship correct for all applicants

PA was less than 56 years of age at application lodgement: [Choose an item.](#)

### RISK ASSESSMENT

## Section 6(c)

Risk identified: [Choose an item.](#)

Satisfied risk acceptable: [Choose an item.](#)

### AMS ALERTS/WARNINGS

AMS Alerts/Warnings present: [Choose an item.](#)

Employer:

Client:

Advisor:

### EOI & AGE POINTS

EOI selection: [Choose an item.](#)

Total points claimed in the EOI: [Click or tap here to enter text.](#)

Age points awarded at lodgement: [Choose an item.](#)

False and misleading information identified at EOI stage (*SM3.10.1*): [Choose an item.](#)

### APPLICANTS R2.40(d)

Total number of applicants included as per AMS: [Click or tap here to enter text.](#)

Are all required family members (*dependent children and spouses or partners*) included: [Choose an item.](#)

### IDENTITY/R2.40

Principal applicant:  
Identity checks: **Choose an item.**  
Passport scanned: **Choose an item.**  
Satisfied identity confirmed: **Choose an item.**

#### HEALTH A4

NZER/HR correctly linked for each applicant: **Choose an item.**  
Health issues declared? **Choose an item.**  
Satisfied all applicants meet health requirements: **Choose an item.**

#### CHARACTER A5

NZPC requested and received for all applicants if required: **Choose an item.**  
Valid PC provided for offshore countries if required? **Choose an item.**  
If police certificates are unavailable: **Choose an item.**  
NSC referral completed for all applicants if required: **Choose an item.**  
SAT assessment required: **Choose an item.**  
RAT assessment required: **Choose an item.**  
Adverse character information declared: **Choose an item.**  
Satisfied character requirements met: **Choose an item.**

#### ENGLISH LANGUAGE SM4

PA: **Choose an item.**  
Verification: **Choose an item.**

#### SKILLED EMPLOYMENT SM6 (where applicable):

|                             |                                  |
|-----------------------------|----------------------------------|
| Job title:                  | Click or tap here to enter text. |
| Start date:                 | Click or tap to enter a date.    |
| Location:                   | Region                           |
| Term:                       | Choose an item.                  |
| Hours per week:             | Choose an item.                  |
| Overnight hours:            | Choose an item.                  |
| Salary/ hourly rate:        | Click or tap here to enter text. |
| ANZSCO code and occupation: | Click or tap here to enter text. |
| Skill level:                | Choose an item.                  |

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Remuneration threshold:               | Choose an item.                  |
| Registration (if required):           | Choose an item.                  |
| EA compliant:                         | Choose an item.                  |
| Employer:                             | Click or tap here to enter text. |
| Does the employer hold accreditation? | Choose an item.                  |

**GENUINE/SUSTAINABLE/COMPLIANT CHECKS (if not accredited):**

|  |   |
|--|---|
| <input type="checkbox"/> No risk noted<br><input type="checkbox"/> Checked for duplicate company records in AMS<br><input type="checkbox"/> Checked AMS Client Contacts Report for employer<br><input type="checkbox"/> Search the company name(s)/director name(s) on the internet<br><input type="checkbox"/> Checked the Directors are not on a <a href="#">banned director list</a> or on the <a href="#">insolvency register</a> (i.e. a bankrupt). | <input type="checkbox"/> Checked non-compliant employers stand down list<br><input type="checkbox"/> Open-source search on the business<br><input type="checkbox"/> Telephone interview conducted<br><input type="checkbox"/> Financial records checked<br><input type="checkbox"/> Other – |
| Satisfied genuine/sustainable:   | Choose an item.   |
| Compliant employer:  | Choose an item.   |

**DESCRIBE THE NATURE/ CONCEPT OF THE BUSINESS**

<Firstly, describe the nature/ concept of the business to assess whether the role is consistent with the everyday activities of the business (genuineness).>

**SUITABLY QUALIFIED**

|  |                 |
|--|-----------------|
| How is the applicant suitably qualified? | Choose an item. |
|--|-----------------|

**SUBSTANTIAL MATCH**

Secondly, provide comment and details of tasks the PA is or will undertake in their role and how these tasks do or do not demonstrate if PA's employment substantially matches the ANZSCO description>

|                       |                 |
|-----------------------|-----------------|
| Base points awarded : | Choose an item. |
|-----------------------|-----------------|

**BONUS POINTS: SKILLED EMPLOYMENT (if relevant)**

|  |
|--|
| <input type="checkbox"/> Claimed but not awarded   |
| <input type="checkbox"/> 30 points for employment <a href="#">outside Auckland</a> and meets SM6.50  |
| <input type="checkbox"/> 20 points for employment with <a href="#">higher remuneration</a> and meets SM6.60                                    |
| <input type="checkbox"/> 10 points for <a href="#">employment in LTSSL occupation</a> and meets the specific requirements as set out in SM6.40 |

**RECOGNISED QUALIFICATIONS SM8**

|   |  |
|---|--|
| Name of qualification: <a href="#">Click or tap here to enter text.</a> |  |
| Awarding institute: <a href="#">Click or tap here to enter text.</a>    |  |
| Country: <a href="#">Click or tap here to enter text.</a>               | Award year: <a href="#">Click or tap here to enter text.</a> |
| Recognition: <a href="#">Choose an item.</a>                            | NZQF Level: <a href="#">Choose an item.</a>                  |
| Points awarded: <a href="#">Choose an item.</a>                         |  |
| Discrepancies noted: <a href="#">Choose an item.</a>                    |  |

**BONUS POINTS: NEW ZEALAND QUALIFICATIONS SM8.25 (if relevant)**

|   |                                 |
|---|---------------------------------|
| Name of qualification: <a href="#">Click or tap here to enter text.</a> |                                 |
| Lawfully obtained: <a href="#">Choose an item.</a>                      |                                 |
| Points awarded:   | <a href="#">Choose an item.</a> |

<Please remove this sentence and copy the above points awarded line again for all bonus points awarded (one set of bonus points per eligible degree), then proceed with your rationale explaining why the bonus points were awarded>

**WORK EXPERIENCE SM7**

<Please remove this sentence and insert work experience calculator here>

|  |                                 |
|--|---------------------------------|
| Base points awarded:   | <a href="#">Choose an item.</a> |
| Bonus points awarded:  | <a href="#">Choose an item.</a> |
| Note: Visit the <a href="#">Country Profile</a> page on the verification toolkit for resources on the level of risk, level of verification required, and the types of independently verifiable information which can be provided . |                                 |

|               |   |
|---------------|---|
| <b>Role 1</b> | <b>How is the applicant suitably qualified?</b> <a href="#">Choose an item.</a> |
|---------------|---|

|  |         |              |
|--|---------|--------------|
| Employer: <a href="#">Click or tap here to enter text.</a> |         |              |
| Job title:   | ANZSCO: | Skill level: |

**SUBSTANTIAL MATCH**

<Firstly, describe the nature/ concept of the business to assess whether the role is consistent with the everyday activities of the business (genuineness). Secondly, provide comment and details of tasks the PA is or will undertake in their role and how these tasks do or do not demonstrate if PA's employment substantially matches the ANZSCO description>

|   |   |  |
|---|---|--|
| <b>Evidence provided:</b>                   |   |  |
| <input type="checkbox"/> IEA / offer letter | <input type="checkbox"/> copies of work permit(s) | <input type="checkbox"/> bank statements showing salary payments |
| <input type="checkbox"/> JD                 | <input type="checkbox"/> tax contributions        | <input type="checkbox"/> Provident fund / social security        |
| <input type="checkbox"/> workbook           | <input type="checkbox"/> payslips,                | <input type="checkbox"/> Other                                   |

|   |   |
|---|---|
| Verification completed:                                   | <a href="#">Choose an item.</a>                           |
| Country: <a href="#">Click or tap here to enter text.</a> | Comparable labour market: <a href="#">Choose an item.</a> |



Work experience was lawfully obtained: **Choose an item.**

**DECISION/PPI PROCESS**

PPI / RFI process completed:

PPI / RFI Summary:

Assessment Summary:

**TOTAL POINTS AWARDED**

|   |                                  |
|---|----------------------------------|
| Age:  | Choose an item.                  |
| Skilled employment in NZ:   | Choose an item.                  |
| Bonus - Skilled employment outside Auckland:  | Choose an item.                  |
| Bonus - Skilled Employment in LTSSL:  | Choose an item.                  |
| Bonus - Skilled employment with higher remuneration:  | Choose an item.                  |
| Recognised Qualification:   | Choose an item.                  |
| Bonus - Qualifications gained in NZ:  | Choose an item.                  |
| <Please remove this sentence and copy the line above for further bonus points for qualification if eligible > |                                  |
| Skilled work experience:  | Choose an item.                  |
| Bonus - Skilled work experience in New Zealand:   | Choose an item.                  |
| Bonus - Skilled work experience in LTSSL:   | Choose an item.                  |
| Partner Recognised Qualification:   | Choose an item.                  |
| Partner Recognised Skilled employment in NZ:  | Choose an item.                  |
| <b>Total</b>  | Click or tap here to enter text. |

Note: If all relevant sections have been completed - re-initiate triage prior to finalising decision in AMS

Decision: **Choose an item.**

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AMS Alerts/Warnings present: [Choose an item.](#)

Employer:

Client:

Advisor:

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EOI selection: [Choose an item.](#)

Total points claimed in the EOI: [Click or tap here to enter text.](#)

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### APPLICANTS R2.40(d)

Total number of applicants included as per AMS: [Click or tap here to enter text.](#)

Are all required family members (*dependent children and spouses or partners*) included: [Choose an item.](#)

### IDENTITY/R2.40

Principal applicant:  
Identity checks: **Choose an item.**  
Passport scanned: **Choose an item.**  
Satisfied identity confirmed: **Choose an item.**

Secondary applicant:  
Identity checks: **Choose an item.**  
Passport scanned: **Choose an item.**  
Satisfied identity confirmed: **Choose an item.**

Dependent applicant: *(If more than one dependent, please write their names)*  
Identity checks: **Choose an item.**  
Passport scanned: **Choose an item.**  
Satisfied identity confirmed: **Choose an item.**

*<Delete this line and if multiple DA's, copy the above and name each>*

#### HEALTH A4

NZER/HR correctly linked for each applicant: **Choose an item.**  
Health issues declared? **Choose an item.**  
Satisfied all applicants meet health requirements: **Choose an item.**

#### CHARACTER A5

NZPC requested and received for all applicants if required: **Choose an item.**  
Valid PC provided for offshore countries if required? **Choose an item.**  
If police certificates are unavailable: **Choose an item.**  
NSC referral completed for all applicants if required: **Choose an item.**  
SAT assessment required: **Choose an item.**  
RAT assessment required: **Choose an item.**  
Adverse character information declared: **Choose an item.**  
Satisfied character requirements met: **Choose an item.**

#### PARTNERSHIP R2 (if applicable)

Brief history of partnership: The couple have been in a relationship since **Click or tap to enter a date.** The couple are **<married/ in a de facto relationship akin to marriage>**.  
Has the relationship previously been assessed by INZ: **Choose an item.**  
Evidence provided of living together:

|  |  |
|--|--|
| <input type="checkbox"/> a marriage certificate of the parties         | <input type="checkbox"/> joint assets  |
| <input type="checkbox"/> birth certificates for any children           | <input type="checkbox"/> mutually agreed financial arrangements                        |
| <input type="checkbox"/> joint tenancy agreement(s)                    | <input type="checkbox"/> joint utilities accounts (electricity, gas, water, telephone) |
| <input type="checkbox"/> evidence of communication between the parties | <input type="checkbox"/> joint bank accounts operated reasonably frequently over a     |
| <input type="checkbox"/> sharing of companionship/spare time           | <input type="checkbox"/> reasonable time   |
| <input type="checkbox"/> joint decision making and plans together      | <input type="checkbox"/> photographs of the parties together                           |

Period(s) of separation: **Choose an item.**

Based on the evidence on file I am satisfied the couple have been living together in a genuine and stable relationship for at least 12 months or more at the time the application is assessed: **Choose an item.**

**DEFERRAL R2 (if applicable)**

Is the partner deferred: **Choose an item.**

**DEPENDENTS R2 (if applicable)**

Custody

DA: **Choose an item.**

DA: **Choose an item.**

*<Delete this line and if multiple DA's, copy the above and name each>*

Dependence

DA: **Choose an item.**

DA: **Choose an item.**

*<Delete this line and if multiple DA's, copy the above and name each>*

**ENGLISH LANGUAGE SM4**

PA: **Choose an item.**

SA: **Choose an item.**

DA: **Choose an item.**

DA: **Choose an item.**

Verification: **Choose an item.**

**SKILLED EMPLOYMENT SM6 (where applicable):**

Job title:

**Click or tap here to enter text.**

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Start date:                           | Click or tap to enter a date.    |
| Location:                             | Region                           |
| Term:                                 | Choose an item.                  |
| Hours per week:                       | Choose an item.                  |
| Overnight hours:                      | Choose an item.                  |
| Salary/ hourly rate:                  | Click or tap here to enter text. |
| ANZSCO code and occupation:           | Click or tap here to enter text. |
| Skill level:                          | Choose an item.                  |
| Remuneration threshold:               | Choose an item.                  |
| Registration (if required):           | Choose an item.                  |
| EA compliant:                         | Choose an item.                  |
| Employer:                             | Click or tap here to enter text. |
| Does the employer hold accreditation? | Choose an item.                  |

**GENUINE/SUSTAINABLE/COMPLIANT CHECKS (if not accredited):**

- |  |   |
|--|---|
| <input type="checkbox"/> No risk noted<br><input type="checkbox"/> Checked for duplicate company records in AMS<br><input type="checkbox"/> Checked AMS Client Contacts Report for employer<br><input type="checkbox"/> Search the company name(s)/director name(s) on the internet<br><input type="checkbox"/> Checked the Directors are not on a <a href="#">banned director list</a> or on the <a href="#">insolvency register</a> (i.e. a bankrupt). | <input type="checkbox"/> Checked non-compliant employers stand down list<br><input type="checkbox"/> Open-source search on the business<br><input type="checkbox"/> Telephone interview conducted<br><input type="checkbox"/> Financial records checked<br><input type="checkbox"/> Other – |
|--|---|

Satisfied genuine/sustainable: Choose an item.

Compliant employer: Choose an item.

**DESCRIBE THE NATURE/ CONCEPT OF THE BUSINESS**

<Firstly, describe the nature/ concept of the business to assess whether the role is consistent with the everyday activities of the business (genuineness).>

**SUITABLY QUALIFIED**

How is the applicant suitably qualified? Choose an item.

**SUBSTANTIAL MATCH**

Secondly, provide comment and details of tasks the PA is or will undertake in their role and how these tasks do or do not demonstrate if PA's employment substantially matches the ANZSCO description>

Base points awarded : Choose an item.

**BONUS POINTS: SKILLED EMPLOYMENT (if relevant)**

Claimed but not awarded

30 points for employment outside Auckland and meets SM6.50

20 points for employment with higher remuneration and meets SM6.60

10 points for employment in LTSSL occupation and meets the specific requirements as set out in SM6.40

**RECOGNISED QUALIFICATIONS SM8**

Name of qualification: [Click or tap here to enter text.](#)

Awarding institute: [Click or tap here to enter text.](#)

Country: [Click or tap here to enter text.](#)

Award year: [Click or tap here to enter text.](#)

Recognition: [Choose an item.](#)

NZQF Level: [Choose an item.](#)

Points awarded: [Choose an item.](#)

Discrepancies noted: [Choose an item.](#)

**BONUS POINTS: NEW ZEALAND QUALIFICATIONS SM8.25 (if relevant)**

Name of qualification: [Click or tap here to enter text.](#)

Lawfully obtained: [Choose an item.](#)

Points awarded: [Choose an item.](#)

<Please remove this sentence and copy the above points awarded line again for all bonus points awarded (one set of bonus points per eligible degree), then proceed with your rationale explaining why the bonus points were awarded>

**WORK EXPERIENCE SM7**

<Please remove this sentence and insert work experience calculator here>

Base points awarded: [Choose an item.](#)

Bonus points awarded: [Choose an item.](#)

Note: Visit the [Country Profile](#) page on the verification toolkit for resources on the level of risk, level of verification required, and the types of independently verifiable information which can be provided .

**Role 1** How is the applicant suitably qualified? [Choose an item.](#)

Employer: [Click or tap here to enter text.](#)

Job title:

ANZSCO:

Skill level:

**SUBSTANTIAL MATCH**

<Firstly, describe the nature/ concept of the business to assess whether the role is consistent with the everyday activities of the business (genuineness). Secondly, provide comment and details of tasks the PA is or will undertake in their role and how these tasks do or do not demonstrate if PA's employment substantially matches the ANZSCO description>

**Evidence provided:**

|   |   |  |
|---|---|--|
| <input type="checkbox"/> IEA / offer letter | <input type="checkbox"/> copies of work permit(s) | <input type="checkbox"/> bank statements showing salary payments |
| <input type="checkbox"/> JD                 | <input type="checkbox"/> tax contributions        | <input type="checkbox"/> Provident fund / social security        |
| <input type="checkbox"/> workbook           | <input type="checkbox"/> payslips,                | <input type="checkbox"/> Other                                   |

**Verification completed:** Choose an item.

Country: Click or tap here to enter text. Comparable labour market: Choose an item.

Work experience was lawfully obtained: Choose an item.

**PARTNER'S RECOGNISED QUALIFICATIONS SM9.10 (if applicable)**

Partnership requirement met: Choose an item.

English met: Choose an item.

Name of qualification: Click or tap here to enter text.

Awarding institute: Click or tap here to enter text.

Country: Click or tap here to enter text.

Award year: Click or tap here to enter text.

Recognition: Choose an item.

NZQF Level: Choose an item.

Points awarded: Choose an item.

Discrepancies noted: Choose an item.

**PARTNER'S SKILLED EMPLOYMENT SM9.5 (if applicable)**

Partnership requirement met: Choose an item.

English met: Choose an item.

Job title: Click or tap here to enter text.

Start date: Click or tap to enter a date.

Location: Region

Term: Choose an item.

Hours per week: Choose an item.

Overnight hours: Choose an item.

Salary/ hourly rate: Click or tap here to enter text.

ANZSCO code and occupation: Click or tap here to enter text.

Skill level: Choose an item.

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Remuneration threshold:               | Choose an item.                  |
| Registration (if required):           | Choose an item.                  |
| EA compliant:                         | Choose an item.                  |
| Employer:                             | Click or tap here to enter text. |
| Does the employer hold accreditation? | Choose an item.                  |

**GENUINE/SUSTAINABLE/COMPLIANT CHECKS (if not accredited):**

|  |   |
|--|---|
| <input type="checkbox"/> No risk noted<br><input type="checkbox"/> Checked for duplicate company records in AMS<br><input type="checkbox"/> Checked AMS Client Contacts Report for employer<br><input type="checkbox"/> Search the company name(s)/director name(s) on the internet<br><input type="checkbox"/> Checked the Directors are not on a <a href="#">banned director list</a> or on the <a href="#">insolvency register</a> (i.e. a bankrupt). | <input type="checkbox"/> Checked non-compliant employers stand down list<br><input type="checkbox"/> Open-source search on the business<br><input type="checkbox"/> Telephone interview conducted<br><input type="checkbox"/> Financial records checked<br><input type="checkbox"/> Other – |
| Satisfied genuine/sustainable:   | Choose an item.   |
| Compliant employer:  | Choose an item.   |

**DESCRIBE THE NATURE/ CONCEPT OF THE BUSINESS**

<Firstly, describe the nature/ concept of the business to assess whether the role is consistent with the everyday activities of the business (genuineness).>

**SUITABLY QUALIFIED**

How is the applicant suitably qualified? Choose an item.

**SUBSTANTIAL MATCH**

Secondly, provide comment and details of tasks the PA is or will undertake in their role and how these tasks do or do not demonstrate if PA's employment substantially matches the ANZSCO description>

Points awarded : Choose an item.

**DECISION/PPI PROCESS**

PPI / RFI process completed:

PPI / RFI Summary:

Assessment Summary:

**TOTAL POINTS AWARDED**

Age: Choose an item.

Skilled employment in NZ: Choose an item.



|   |                                 |
|---|---------------------------------|
| Bonus - Skilled employment outside Auckland:  | Choose an item.                 |
| Bonus - Skilled Employment in LTSSL:  | Choose an item.                 |
| Bonus - Skilled employment with higher remuneration:  | Choose an item.                 |
| Recognised Qualification:   | Choose an item.                 |
| Bonus - Qualifications gained in NZ:  | Choose an item.                 |
| <Please remove this sentence and copy the line above for further bonus points for qualification if eligible > |                                 |
| Skilled work experience:  | Choose an item.                 |
| Bonus - Skilled work experience in New Zealand:   | Choose an item.                 |
| Bonus - Skilled work experience in LTSSL:   | Choose an item.                 |
| Partner Recognised Qualification:   | Choose an item.                 |
| Partner Recognised Skilled employment in NZ:  | Choose an item.                 |
| <b>Total</b>  | Click or tap here to enter text |
| Note: If all relevant sections have been completed - re-initiate triage prior to finalising decision in AMS   |                                 |
| Decision: Choose an item.   |                                 |
|   |                                 |

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