



NEW ZEALAND
IMMIGRATION

Writing for Immigration Officers - PPI

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MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

New Zealand Government

What is a PPI?

- **P**otentially **P**rejudicial **I**nformation
- formal statement notifying a client of INZ's concerns
- information we have about an applicant that could mean we cannot approve their application.
- information that could be prejudicial to the applicant's success
- **factual information or material that will or may adversely affect the outcome of the application**

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Why do we send PPI letters?

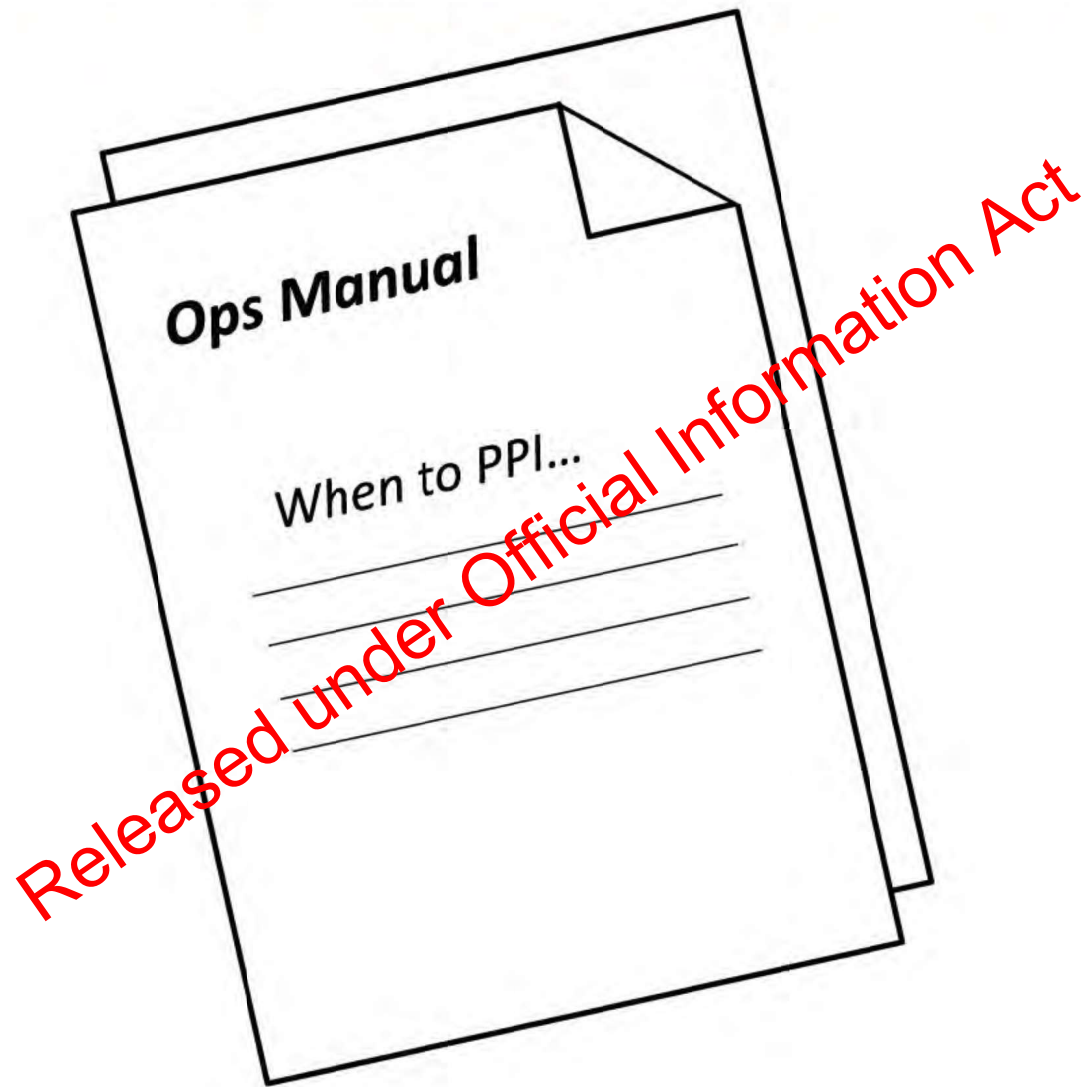
The first 'P' is the most important:
Potentially



PPI does not necessarily mean the application will be declined

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Do we always need to PPI?



Plan it



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*If you don't know
what you're trying
to say, nobody else
will!*

Comparing PPIs



Good PPI

- Structured headings
- Gives specific reasons for concerns
- Clear and concise language
- Neutral tone
- Relevant instructions highlighted
- Explains what applicant needs to do next

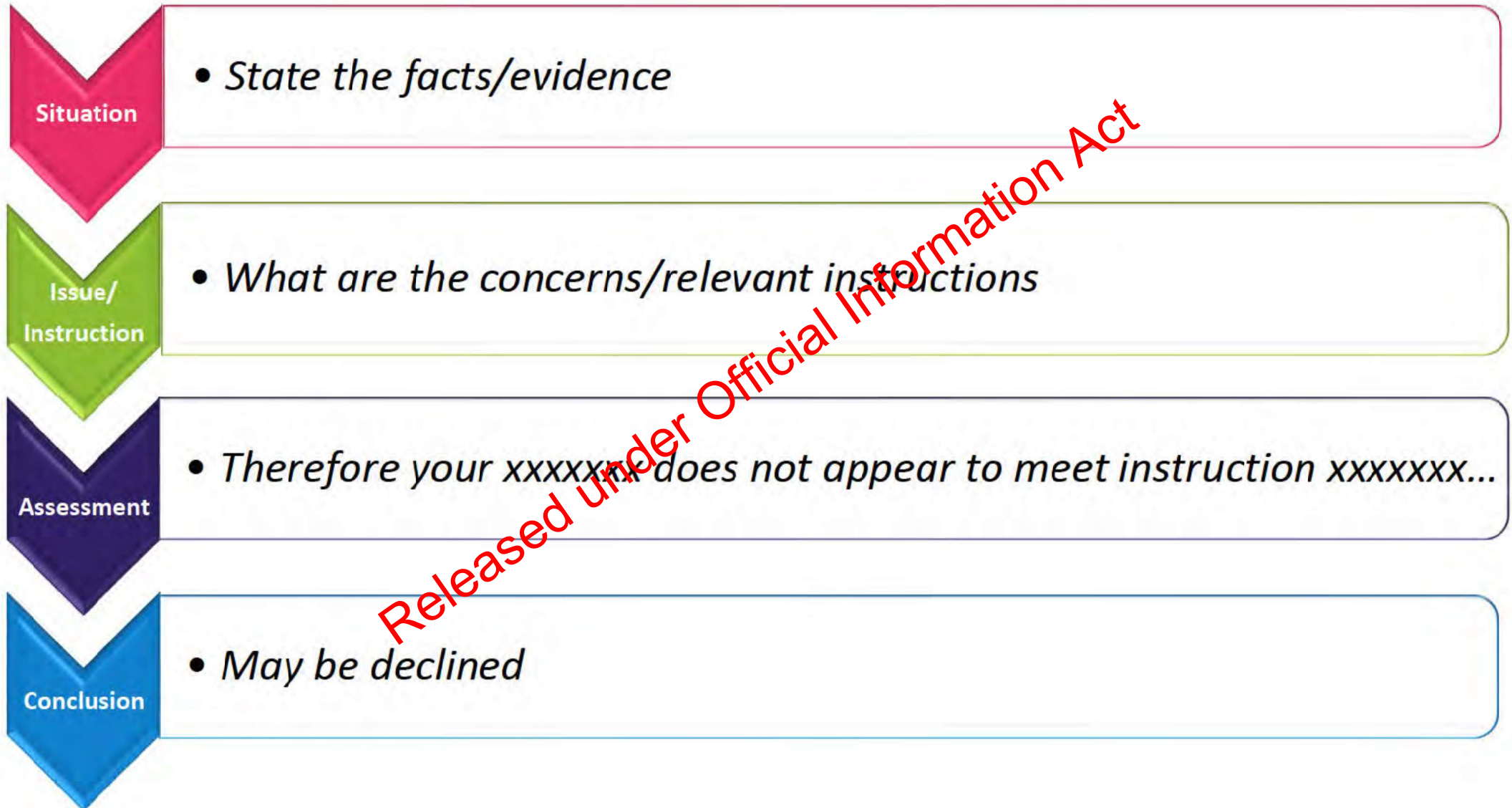


Bad PPI

- Spelling/grammatical errors
- Doesn't clearly explain the reasons for INZ's concerns
- Doesn't sound open to applicant's response
- Gives incorrect timeframe for response
- Unclear what the applicant is being asked to provide

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Write it - SIAC model:



SIAC example

Situation (state the facts/evidence)

Clause 4.2 of your employment agreement allows your employer to reduce your hours of work below 30 hours per week.

Issue

Immigration instructions at WK3.5(a)(i) state that offers of employment to Essential Skills work visa applicant must be for full-time employment. As defined by immigration instruction W2.2.10, full-time employment is considered to be at least 30 hours work per week.

Assessment and Conclusion

Your employment therefore does not appear to meet instruction WK3.5(a)(i) and may be declined.

Write it – things to avoid

- × Capital letters
- × Bold
- × Italics
- × Colour
- × Underlines
- × Acronyms, unless you explain them first
- × INZ Jargon (I am PPI'ing you because . . .)



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Check it

✓ WALC



✓ Tone

× does it sound like you are pre-determining a decision?

✓ does it sound like you are neutral and open to their response?

✓ Have a second person proof read your PPI

✓ Is the due date in line with SOPs or otherwise reasonable?

✓ Have you attached the relevant instructions as an appendix?

✓ Make sure you also included the effective dates of the instructions

✓ Have you included your signature and contact details?

PPI Writing wrap up

How to write a good PPI:

- WALC: Well-written, Accurate, Logical, Complete
- SIAC: Statement, Instruction, Assessment, Conclusion
- Plan It, Write It, Check It

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