

SWAN HILL & MILDURA REGION

Regional Certifying Body Assessment Checklist

Minimum Requirements

This checklist is designed to assist you in submitting a complete nomination application so this position can be assessed by a Regional Certifying Body. Using this checklist will help to minimise processing times. You should ensure that you provide all documentation listed to lodge a complete request for assessment.

While we may ask you to provide more information in order to determine whether you meet the criteria for assessment approval, a decision on the assessment may be made solely on the information provided at the time of application. If further documents are requested a period of 14 days will be given in which to receive the documents. After this time all documents will be returned.

Form 1404 <i>Regional Sponsored Migration Scheme – Regional Certifying Body Advice</i>	
Signed and dated Form 956 (if using a migration agent).	
Mandatory requirement- Prepaid, self-addressed, A4 envelope for the return of Documents. All documents can be submitted by email at below address.	
A statement on the business letterhead and signed by the business owner which shows: <ul style="list-style-type: none">• How/why the position has become available;• How the position contributes to the business outputs, with evidence to support the claims;• The business has been operating for at least 6 months.	
Organisational structure chart listing positions, names of employees and position status (full-time, part-time, casual etc)	
Position Description and Employment Contract signed by both parties	
Evidence that the position cannot be filled by an Australian citizen or an Australian permanent resident who is living in the same local area where the nominated position exists. <u>As a minimum we require:</u> a) Copies of job advertisements and supporting invoices (preferably including advertisements in local newspapers – no longer than 4 months old). Positions advertised solely on internet sites e.g. Seek, Gumtree may require more evidence. (to be assessed on a case by case basis) b) Details of all applicants for the position (on business letterhead and signed by the business owner) to include: <ul style="list-style-type: none">• Name of applicant;• Australian citizen/ not an Australian citizen;	

<ul style="list-style-type: none"> • Confirm if interviewed / if not why; • If interviewed detailed explanation as to why the applicant; was unsuitable for the position. <p>c) If there are no applicants for the position, please provide a Statutory Declaration from the business owner stating:</p> <ul style="list-style-type: none"> • That they have spoken to a local employment agency who has confirmed that the required skills e.g. qualified chef, motor mechanic are not available locally (please quote name of agency and staff member). 	
<p>Evidence to support the salary and terms and conditions for this position are consistent with the market rate for other positions in the same location (same company or town).</p> <p><u>As a minimum we require:</u></p> <p>a) A copy of the relevant award highlighting the salary and classification (one page only – do not send the whole award) <u>and</u></p> <p>b) A copy of an employment contract (showing the salary) for a similar position within the business or copies of 3 job advertisements for similar positions in Regional Victoria showing the salary.</p>	
<p><u>Payment details</u> Current Certification Fee \$550 inc GST</p> <p>See attached for payment methods</p>	

The Regional Certifying Body is required to provide advice to Department of Immigration and Border Protection. on the following:

- There is a genuine need for the nominator to employ a paid employee to work in the position under the nominator’s direct control;
- The position cannot be filled by an Australian citizen or an Australian permanent resident who is living in the same local area where the nominated position exists;
- The terms and conditions of employment applicable to the position will be no less favorable than the terms and conditions that are provided to, or would be provided to, an Australian citizen or Australian permanent resident for performing work in the person’s workplace at the same location.

PLEASE NOTE

Regional Certifying Bodies (RCBs) only provide advice to the Department of Immigration and Border Protection. RCBs make no final decisions and neither approves nor refuses RSMS employer nominations. Obtaining positive RCB advice does not automatically guarantee that the RSMS employer nomination will also be approved by the Department of Immigration and Border Protection. If the RSMS employer nomination is not approved by the Department, contacting the RCB is not the appropriate pathway to seek a review of the Department’s decision. In case of a refusal decision by the Department of Immigration and Border Protection, the Department will provide the nominating employer or their agent with advice in relation to any appeal rights they may have.

Period of validity of the assessment

Under policy, the RCB assessment must have been obtained no more than 3 months before the date the nomination is lodged. If the assessment is dated more than 3 months before the date the nomination is lodged, the delegate may require a fresh RCB assessment to be obtained.

PAYMENT METHODS

A Tax invoice will be generated by Swan Hill Rural City Council for RCB services, with the following payment options, including Bpay. (Details will be supplied on Tax Invoice)

- Bank Cheque The Swan Hill Rural City Council
- Money Order The Swan Hill Rural City Council
- Debit Card In person at the offices of the Swan Hill Region Information Centre,
Corner McCrae and Curlewis Streets, Swan Hill
- Credit Card Provide details below

Payment by (*tick one box*)

Master Card <input type="checkbox"/>	Australian Dollars
Visa <input type="checkbox"/>	AUD \$

Credit Card number

Expiry date MONTH YEAR

 /

Cardholder's name

Telephone number COUNTRY CODE AREA CODE NUMBER

 () ()

Address

 POST CODE

Signature of Cardholder

Please note that this fee is non-refundable in the event that the Regional Certifying Body is not satisfied that this nomination meets the criteria outlined on the front of this form

Credit card information will be used for charge paying purposes only