



15 September 2022

Ziyun (Evan) Wang  
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File No: DOIA 2223-0310

Dear Ziyun (Evan)

Thank you for your email of 15 August 2022 to the Ministry of Business, Innovation and Employment (MBIE), requesting under the Official Information Act 1982 (the Act), the following information:

*"I am writing to kindly request copies of the most recent assessment templates and training materials for Immigration Officers to follow when assessing the current Accreditation, Job Check and AEWV applications".*

### **Our response**

Please find attached as Appendix One a table showing all the documents in scope of your request which are being released.

Some information in document 19 'AEWV Employer Accreditation Facilitator Guide v1.3' has been withheld under section 6(c) of the OIA as making the information available would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial.

Two documents are being refused under 18(d) as the information is already available or will be publicly available shortly:

- Visa Pak 516 (this will be available shortly on our the Immigration webpage)
- [Operational Manual - Immigration New Zealand. Issue Date: 22 August 2022](#)  
[Operational Manual - Immigration New Zealand. Issue Date: 22 August 2016](#)

You have the right to seek an investigation and review by the Ombudsman of the Ministry's response to your request in accordance with section 28(3) of the Act. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss any aspect of your request or this response, please contact [INZOIAs@mbie.govt.nz](mailto:INZOIAs@mbie.govt.nz).

Yours sincerely

Stephen Dunstan  
**General Manager – Enablement**  
Immigration New Zealand

## APPENDIX One – Documents in scope

Documents	
AEWV Visa Assessment Template	Assessment template attached
Visa Pak 516	Withheld under section 18(d) as it will be publicly available soon on the Immigration website
Global Process Manual – Employer accreditation assessment related information	Employer accreditation assessment related information
Global Process Manual – Job Check assessment related information	Job Check assessment related information
Global Process Manual – Accredited Employer Work Visa assessment related information	Accredited Employer Work Visa assessment related information
Immigration Instructions	<a href="#">Operational Manual - Immigration New Zealand. Issue Date: 22 August 2022</a> <a href="#">Operational Manual - Immigration New Zealand. Issue Date: 22 August 2016</a> Withheld under section 18(d) as publicly available at the above link.
Employer Accreditation policy training material	<ul style="list-style-type: none"> <li>• AEWV Employer Accreditation Facilitator Guide v3.1 (Section 40 withheld under section 6(c))</li> <li>• Employer Accreditation policy v.07</li> <li>• Employer Accreditation Treasure Hunt – Answers v0.1</li> </ul>
Job Check policy training material	<ul style="list-style-type: none"> <li>• AEWV Job Check Policy Facilitator Guide v0.8</li> <li>• Job Check Policy v0.10</li> </ul>
Accredited Employer Work Visa policy training	<ul style="list-style-type: none"> <li>• Accredited Employer Work Visa Policy v0.6</li> <li>• AEWV Work Visa Policy Facilitator Guide v0.3</li> </ul>