



Accredited Employer Work Visa Policy

Facilitator guide

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Contents

Introduction	2
Course outline	3
Welcome	4
About Accredited Employer Work Visa	5
Determining a Work Visa.....	7
Requirements the employment offer needs to meet.....	11
Calculating income for a dependent child or children.....	16
AEWV conditions	19
Close	20

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Introduction

This guide gives you the information you need to run the **Accredited Employer Work Visa Policy** session



Outcomes

- Give an overview of the Accredited Employer Work Visa process and applying for an Accredited Employer Work Visa.
- Give 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.
- Give an overview of the AEW visa timeframes and conditions
- Navigate the policy instructions to find answers to questions.



Learners

- Immigration Officers and Managers
- Immigration Officers
- Immigration Managers
- Verification Officers
- Verification Managers
- Technical Advisors
- Practice Leads
- Visa Operations Managers (optional)
- Head of Operations (optional)



Resources

- Accredited Employer Work Visa Policy PowerPoint
- [Accredited Employer Work Visa instructions](#)
- Facilitator laptop and projector
- Learner laptops



Time

75 minutes

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Course outline

Time	Topic
4 minutes	Welcome
5 minutes	About Accredited Employer Work Visa
15 minutes	Determining a Work Visa
25 minutes	Requirements the employment offer needs to meet.
15 minutes	Calculating income for a dependent child or children
5 minutes	AEWV conditions
6 minutes	Close
75 minutes	TOTAL

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Welcome

Outcome: Learners can describe what they will learn in this session.

Resources

- Accredited Employer Work Visa Policy PowerPoint

Lesson plan

Time	Topic	Resource	Notes
4 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 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	

About Accredited Employer Work Visa

Outcome: Learners can provide an overview of the process for applying for an Accredited Employer Work Visa.

Resources

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

Lesson plan

Time	Topic	Resource	Notes
2 mins	<p>The Accredited Employer Work Visa policy</p> <p><i>Explain:</i></p> <p>There are three stages in the Accredited Employer Work Visa instructions: These are:</p> <ol style="list-style-type: none"> 1. Employer Accreditation/Check - the employer must be granted employer accreditation (WA2); then 2. Accredited Employer Work Visa - the accredited employer must have an Accredited Employer Work Visa approved by INZ for any vacancy the employer needs to fill with a non-New Zealand citizen or resident worker (WA3); then 3. Work Visa/Migrant Check - a non-New Zealand citizen or resident worker must be granted an Accredited Employer work visa (WA4). <p>Today, we are going to learn about Stage 3: Accredited Employer Work Visa. The instructions are in section WA4 of the Operational Manual.</p>	Slide 3	
3 mins	<p>Accredited Employer Work Visa process overview</p> <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> <ul style="list-style-type: none"> • The minimum guaranteed remuneration for the employment determines the ability of an Accredited Employer work visa holder to support temporary visas for family members. 	Slide 4	

	<p>Applying for an Accredited Employer Work Visa</p> <p><i>Reveal each point on the slide and explain:</i></p> <ul style="list-style-type: none">• 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. <p>These bullet points are a summary. See the policy for full detail.</p> <p><i>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</i></p>	Slide 5	
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Summarise

All applicants for work visas must meet the requirements for:

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

Some of the learners may be familiar with the Generic Work Visa instructions. Summarise the contents of each of the sections, if required for your group.

E4- Lodging an application

Explain and demonstrate

- E4 talks about the generic requirements for Lodging an application for a temporary entry class visa. The requirements for Temporary Entry are found under the letter E in the Operational Manual. The easy way to remember this is to think E for Entry.

E5 – Bona fide

E5 is about the instructions relating to assessing a person against the 'bona fide' requirements.

A bona fide applicant for temporary entry is a person who:

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:
 - 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](#)).

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	<p>A4 – Health requirements</p> <p>The health requirements are assessed by HAT officers who will enter a health status (ASH (Acceptable State of Health, or No ASH) into IHS. This status is sent to ADEPT, so Immigration Officers can see whether the applicant meets the health requirements.</p> <p>A5 – Character requirements</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> <p>Generic Work Visa requirements... (W2.10.1 b & c)</p> <p><i>Show slide and explain</i></p> <p>The remaining two requirements, B&C, overlap a little bit with the requirements in the WA4.5. The ‘generic’ work visa requirements are a little more specific, in relation to evidence for Dental and Medical roles.</p> <p><i>Read through the remaining requirements on the slide. Then emphasise:</i></p> <p>These are core requirements for many Work Visas. If you are already familiar with these requirements you may not need to revise them, but if you are new, you will rely on the guidance here, and in the Standard Operating procedures, which teach you about how to specifically check if these requirements are met.</p>	Slide 8	
4 mins	<p>Postponing or declining an application</p> <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>	Slide 9	

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	<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>Explain</i></p> <p>Applicants who hold a work visa with remuneration as a condition, may be required to provide evidence of their payment, such as an Inland Revenue income summary and bank statements.</p> <p><i>Ask</i></p> <p>What would happen if they don't provide that evidence?</p> <p>Answer: An immigration officer may postpone making a decision on the application until the employer is determined to meet the requirements or until the employer's accreditation is revoked.</p>		
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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
2 mins	<p>Overview of the requirements</p> <p><i>Summarise:</i></p> <p>The offer of employment must:</p> <ul style="list-style-type: none">• be from an accredited employer• 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 10	
2 mins	<p>Offer must be genuine</p> <p><i>Explain</i></p> <p>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 11	

	<ul style="list-style-type: none"> – 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><i>Note - This is paraphrased. See instructions for exact wording.</i></p>		
2 mins	<p>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 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 <p><i>Ask: what do you think you need to consider if the approved job gives a range of hours?</i></p> <p>Answer: Again, the hours in the offered employment must be within the range provided in the approved job.</p>	Slide 12	
2 mins	<p>Have the same (or more favourable) Terms and Conditions as the approved job</p> <p><i>Explain</i></p> <p>All other terms and conditions of the employment offered must be the same as, or more favourable to the applicant than, those provided as part of the Job Check application.</p> <p><i>Ask: What sort of things would you be looking for, when assessing this part of the instructions.</i></p> <p>Answers may include Leave entitlements and notice periods, employment related allowances, (such as tool, accommodation, or uniform allowances) or any other condition of employment.</p>	Slide 13	

3 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><i>Note - Some of the learners will be familiar with the requirements, from Job Check policy training.</i></p>	Slide 14	
4 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>There are some specifics about the role of a chef, that we can see in the policy.</p> <p><i>Ask: Can someone tell me the specific qualification a chef requires?</i></p> <p>Reveal slide layer to show answer:</p> <p>Answer: If the job is as a Chef, they must have:</p> <ul style="list-style-type: none"> • a NZQF Level 4 or higher certificate which includes credit and knowledge requirements of a NZ Certificate in Cookery (Level 4). • a comparable overseas qualification. 	Slide 15	

	<ul style="list-style-type: none"> For comparable overseas qualifications, an International Qualification Assessment from NZQA stating the comparable NZQF qualification is required, unless an overseas qualification is listed on the List of Qualifications Exempt from Assessment. <p><i>Ask: Why do you think there are specific details for Chefs?</i></p> <p><i>Answer: It is relatively common for employers to overstate the requirements of a role to make it out to be a different role. There are differences between a cook and a chef, that we need to define using qualification levels to prevent misrepresentation of roles.</i></p>		
3 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 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 16	
7 mins	<p>Applicants subject to a stand-down period (WA4.10.10)</p> <p><i>Ask: Is anyone familiar with stand-down periods for work visas, specifically the Essential Skills work Visa?</i></p> <p><i>Allow the group to offer their understanding.</i></p>	Slide 17	

Explain

- The stand-down periods for AEWV are distinct from those used in ESW. Any stand-down periods from ESW don't apply to AEWV.
- 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.

Activity - Determining AEWV timeframes

Ask the group to read the scenario, and in pairs discuss what the answers are.

Scenario

It is now July 24, 2023. Pablo has been working in New Zealand on an AEWV for exactly one year. He is paid the Construction sector minimum hourly rate, which is under the median wage.

He submits an AEWV application for a different job, with an accredited employer, still paying under the median wage. You receive his application. He meets all the requirements for the Visa.

Can you grant him an AEWV? If so, for how long?

Note – Pablo has two options, a variation of conditions (VOC) of the existing AEWV (to change the name of the employer on that visa) or to apply for a new AEWV. At 17/6/2022 the instructions were still being written for VOCs.

Ask- What rate of pay would he need to earn in his new job to allow him to stay in NZ on an AEWV, for a further year?

Answer: Median wage = \$27.76 as of July 4, 2022 allows a 3 year visa grant.

Slide 18

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	<ul style="list-style-type: none"> • Open V3.10.10 from the Operational Manual & answer these questions. Locate the page with this path: Temporary entry class visa/Visitor Visas/Special Categories/V3.10 <ul style="list-style-type: none"> – What is the minimum income threshold? – What is the exception to this wage threshold? – Complete this phrase: The minimum income threshold must be by the salary or wages of a parent or parents holding an Essential Skills work visa. <p><i>Provide the answers</i></p> <ul style="list-style-type: none"> • NZ\$43,322.76 gross per annum. • If the dependent child is included in a Samoan Quota or Pacific Access Category application, the minimum income threshold is the amount specified in Samoan Quota or Pacific Access Category instructions. • The minimum income threshold must be met and maintained wholly by the salary or wages of a parent or parents holding an Essential Skills work visa. <p><i>Notes</i></p> <ul style="list-style-type: none"> • <i>Use of the term ‘Essential Skills Visa’ in the instructions relates to the context of the Visa instructions, but it still applies to AEVV.</i> • <i>The minimum income figure may change in the future. If there is a change, use the figure that is listed in the Operational Manual at the time of the application, to assess if this requirement is met. You may need to check with your TA to determine what the figure was at the time the application you are processing was submitted.</i> 		
10 mins	<p>Activity - Calculating income.</p> <p>‘Go figure’ activity</p> <p><i>Explain</i></p> <p>Let’s calculate the income of two parents or guardians, who have one child and who have applied for AE work visas separately. Use the figures in the slide to calculate if this couple meet the</p>	Slide 21	

minimum required income for an AEWV. They both have offers with 12 months continuous service.

Allow the group five minutes to work this out, individually.

Reveal the answer by clicking the slide.

MUSIC TEACHER	Calculation	Running total
Base salary	\$54,571	\$54,571
Uniform allowance (not counted) \$520. \$10 per week x 52 weeks		
FARM WORKER	Calculation	Running total
Wages	\$27.76p/h x 30 hours x 52 weeks	\$43,305.60
Overtime	N.A. as this was not guaranteed. An upper limit was imposed but some weeks could be no hours.	
Annual leave	<i>This is accounted for because we have included in the 52 weeks in top line.</i>	
Tool allowance (not counted) \$1,040. \$20 per week x 52 weeks		
Policy states NZ \$43,322.76 gross per annum. This is for one or many dependent children.		

Ask the following extension questions:

- Ask if they partnership was to end, would either of them be able to stay on in NZ with the child, given this income. Which parent/s?
Answer: The Farm worker earns the absolute minimum that he could for a person on the AEWV, without an occupational exemption (for Construction, Care sector and Tourism/Hospitality roles)- \$27.76 per week x 30 hours. At \$43,305.60, the dad couldn't bring stay alone with the child. But mum could.

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><i>Ask the group to go to WA4.15 c & d and read the content. After two minutes, ask a volunteer to summarise it.</i></p> <p>Reveal the paraphrased summary, as shown below:</p> <p><i>When granted, the AEWV holder must:</i></p> <ul style="list-style-type: none"> • <i>work in a specified occupation and location, for a specified employer</i> • <i>be paid at or above a specified remuneration level</i> • <i>provide evidence of the payment of remuneration, if requested by INZ</i> • <i>not be placed in a triangular employment arrangement unless the approved job specifies that.</i> <p><i>Remind the group</i></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>	Slide 22	

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 23	
	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>		

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