

# SOP – Accreditation Gateway: Manual assessment for Employer accreditation applications

Date Published: 17 April 2024

Classification: In-Confidence

## When to use

When assessing an employer accreditation application that has been submitted on or after **7 April 2024**

## Role

- Immigration Officer (IO)

## Guidelines and context

Changes to the Accredited employer instructions have introduced new requirements to tighten settings for lower-skilled workers.

The functionality in ADEPT will not be immediately available to implement these changes and as a result, these changes will be implemented in two phases:

**Phase 1:** Manual assessment required from 7 April 2024 (this process)

**Phase 2:** ADEPT functionality built into the process

In the interim, a combination of manual assessments and existing processes will need to be implemented to ensure that we meet the objectives of these changes.

## Related Resources

[0a. Landing page - AEWV March changes.docx](#)

[2a. Job check Gateway.docx](#)

[3a.AE Work visa Gateway.docx](#)

## Assessment Template

The Employer Accreditation gateway will not have a manual VAT. It is expected however, that any relevant notes will be recorded and/or concerns will be raised as required.

## Prerequisites

An employer has submitted an application for accreditation on or after 7 April 2024

## Changes to the Employer accreditation application process

- The employer will be required to complete declarations on the 'Additional requirements' page whilst submitting their application.
- You can view these declarations in the application form from the 'Documents' tab.

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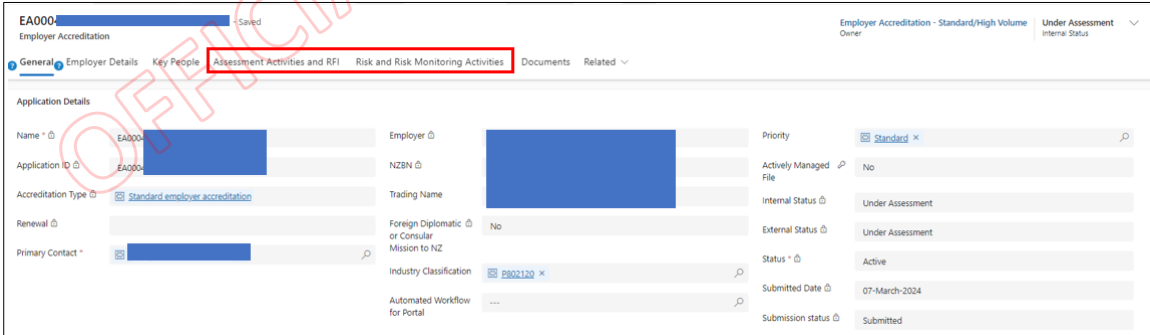
A summary of the declarations are listed below:

- **An employer must declare that they will notify INZ when an AEWV holder’s employment ends**
  - A change has been made that requires Accredited employers to notify INZ within 10 working days when AEWV holder with a month or more left on their visa ceases employment. As per the note under WA2.35(a) this assessment is only applicable to employers when **applying for first time accreditation, renewing, or upgrading** their accreditation from **7 April 2024** onwards
  - If an employer who was subject to this requirement has failed to notify INZ within 10 working days, without reasonable justification, their Employer accreditation application may be declined as per WA2.35(d).
- **An employer must declare that they will take reasonable steps to ensure workers are suitably qualified and meet the minimum skills threshold**
  - The employer must agree to take reasonable steps to ensure that a person they intend on supporting for an AEWV meets the minimum skills threshold and is suitably qualified by work experience and/or qualification to do the job offered.
  - This requirement is applicable to employers when applying for first time accreditation, renewing, or upgrading their accreditation from 7 April 2024 onwards.
  - If an employer who was subject to this requirement has failed to take reasonable steps, their employer accreditation may be declined as per WA2.30(a)(v).

**Note:** The employer must select ‘Yes’ to the declarations above for the Employer accreditation application to be submitted from 7 April 2024 onwards.

## Steps

### 1. Open the Employer accreditation application



The screenshot displays the 'Employer Accreditation' application form. The 'Assessment Activities and RFI' tab is highlighted in red. The form contains the following details:

Field	Value
Name	EA000
Application ID	EA000
Accreditation Type	Standard employer accreditation
Renewal	
Primary Contact	
Employer (NZBN)	
Trading Name	
Foreign Diplomatic or Consular Mission to NZ	No
Industry Classification	P302120
Automated Workflow for Portal	
Priority	Standard
Actively Managed File	No
Internal Status	Under Assessment
External Status	Under Assessment
Status	Active
Submitted Date	07-March-2024
Submission status	Submitted

### 2. Undertake an assessment of the application

As mentioned above, the new changes will not be built into the system right away and as a result, this interim process will include an ADEPT assessment with the addition of a manual assessment.

- The system will highlight the assessments that you are required to undertake as per the requirements before these changes came into effect.

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- Click on the 'Assessment activities and RFI tab' and the 'Risk and risk monitoring activities' tab to determine what activities and/or further action you are required to undertake

EA000 [redacted] Saved  
Employer Accreditation

General **Assessment Activities and RFI** Risk and Risk Monitoring Activities Documents Reli

Assessment Activities

<input type="checkbox"/> Name	Assessment Activity Type
<input type="checkbox"/> EA000 [redacted] Genuine Business Assessment	Genuine Business Assessment
<input type="checkbox"/> EA000 [redacted] Employer Compliance Assessment	Employer Compliance Assessment

- Follow SOPs under: [Assess Employer Accreditation](#) for each of the activities that have generated within the application you are assessing

### 3. Complete the manual component of the assessment required by the new instructions

- Review available information regarding the employer

#### 3a. Consider the information available against WA2.35(a)

A change has been made that requires Accredited employers to notify INZ within 10 working days when an AEWV holder ceases employment. As per WA2.35 this assessment is only applicable to employers when **renewing or upgrading** their accreditation from **7 April 2024** onwards, and will also apply to employers applying for first-time accreditation from this date.

If an employer does not notify INZ within 10 working days, without reasonable justification, their Employer accreditation application may be declined as per WA2.35(d).

Included in the application form is a declaration made by the employer that they will notify INZ when an AEWV holder's employment ends (outside of one month of their visa expiry date) however, there may be information on file (e.g. warnings) to be considered against WA2.35(a).

If	Then
<p>There is an active warning present that indicates the employer failed to notify INZ within 10 working days that an AEWV holder's employment ceased; <b>and</b></p> <p>Their last accreditation application was submitted on or after 7 April 2024</p> <p><b>and</b></p> <p>That AEWV holder's visa was not within one month of the expiry date</p>	<ul style="list-style-type: none"> <li>• Open the <b>Employer compliance</b> activity</li> <li>• Follow <a href="#">SOP - Manually add a custom assessment concern in ADEPT</a></li> <li>• Ensure that the relevant blurbs are added</li> <li>• Add a general note to explain the concerns identified</li> </ul> <p>Go to <b>Step 3b</b></p>
<p>There is no information on file that indicates the employer failed to notify INZ within 10 working days that an AEWV holder's employment ceased; <b>or</b></p> <p>Any other scenario applies</p>	<p><b>Go to Step 3b</b></p>

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### 3b. Consider the information available against WA2.30(a)(v)

A change has been made to the Employer accreditation gateway where employers must agree to take reasonable steps to ensure that a person, they intend on supporting for an AEWV meets the minimum skills threshold and is suitably qualified by work experience and/or qualification to do the job offered.

This check will be implemented through a declaration in the form and a manual check to ensure that there are no concerns present based on the available information.

If an employer who was subject to this requirement has failed to take reasonable steps, their employer accreditation may be declined as per WA2.30(a)(v).

If	Then
<p>There is an active warning present that indicates the employer has not taken reasonable steps to ensure that a person, they intend on supporting for an AEWV meets the minimum skills threshold and is suitably qualified by work experience and/or qualification to do the job offered; <b>and</b></p> <p>This is their first employer accreditation application submitted on or after 7 April 2024; <b>or</b></p> <p>Their last accreditation application (renewal/upgrade/new application) was submitted on or after 7 April 2024</p>	<ul style="list-style-type: none"> <li>• Open an activity and follow <a href="#">SOP - Manually add a custom assessment concern in ADEPT</a></li> <li>• Ensure that the relevant blurbs are added</li> <li>• Add a general note to explain the concerns identified</li> </ul> <p>Go to <b>Step 4</b></p>
<p>There is no active warning to indicate that the employer has not taken reasonable steps to ensure that a person, they intend on supporting for an AEWV meets the minimum skills threshold and is suitably qualified by work experience and/or qualification to do the job offered; <b>or</b></p> <p>Any other scenario applies</p>	<p><b>Go to Step 4</b></p>

### 4. Determine if RFI/PPI is required

If	Then
<p>Any concern has been identified</p>	<ul style="list-style-type: none"> <li>• Check that the relevant assessment concerns are present within the appropriate activity along with the applicable blurbs</li> <li>• Ensure that the activity outcome is <b>'Require further info'</b></li> </ul> <p>An RFI/PPI activity will be generated.</p> <ul style="list-style-type: none"> <li>• Check the details of the letter before sending it to the employer</li> </ul> <p>Go to <b>Step 5</b></p>

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No concerns have been identified and no assessment concerns are present

Go to **Step 5**

## 5. Check for warnings

If a warning is present that is linked to the employer, this would normally appear in the Risk activity/assessment to be addressed during the assessment. Whilst this is still in place, an additional check has been added in response to the changes regarding the list of non-compliant employers to ensure that we are identifying these employers before decisions are made.

- Open the 'Warnings & Alerts tab' by clicking on the 'Employer Details' tab and the link next to the 'Employer' field to ensure that all warnings are addressed/mitigated

**Note:** This check occurs at the time of assessment and again before an approval decision is made

EA000 [REDACTED] LIMITED - Saved  
Employer Accreditation

General **Employer Details** Key People Assessment Activities and RFI Risk and Risk Monitoring Activities Documents Related

NZBN [REDACTED]

Business name \* [REDACTED]  
Registration Date 16-March-2023  
Business Type [REDACTED]  
Entity Status 50  
Search URL [REDACTED]

+ New NZBN Industry CL...

NZBN Industry Classification 1  
 Beauty salon operation

Rows: 1

Employer [REDACTED] [Link Icon]

KN [REDACTED] LIMITED - Saved  
Employer · Account

General NZBN Accreditation Job Checks Job Tokens **Warnings & Offences** Monitoring Connection

**Alerts & Warnings**

Name	Classification	Source	Specific Alert
[REDACTED]			

If	Then
A warning is present that has not been addressed for this application  (i.e., Not identified in the risk assessment, or a new warning added since the application was submitted)	See SOP <a href="#">Managing information warnings</a> to determine if referral to Risk & Verification is required.  Undertake further action to mitigate the warning before proceeding to <b>Step 6</b>
No warnings are present; <b>or</b>	Go to <b>Step 6</b>

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All warnings have been addressed and mitigated for this application	
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**6. Finalise the application**

- Check if the employer has provided a response to the RFI/PPI letter
- Make a determination on the application based on the information available

**End of process**

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# SOP – Accredited employer Work visa Gateway: Manual assessment for AEWV applications

Date Published: 17 April 2024

Classification: In-Confidence

## When to use

When assessing an applicant's Accredited employer Work visa application on or after 7 April 2024

## Role

- Immigration Officer (IO)

## Guidelines

Changes to the Accredited employer instructions have introduced new requirements to tighten settings for lower-skilled workers.

The functionality in ADEPT will not be immediately available to implement these changes and as a result, these changes will be implemented in two phases:

**Phase 1:** Manual assessment required **from** 7 April 2024 (this process)

**Phase 2:** ADEPT functionality built into the process

In the interim, a combination of manual assessments and existing processes will need to be implemented to ensure that we meet the objectives of these changes.

## Related Resources

[0a. Landing page - AEWV March changes.docx](#)

[1a. Accreditation Gateway.docx](#)

[2a. Job check Gateway.docx](#)

[Ariā - Classifications \(stats.govt.nz\)](#)

## Assessment Template

[AEWV \(WA4\) Assessment Template \[WVxxxxxxx\]](#)

## Prerequisites

- AEWV applications submitted on or after 7 April 2024

**Note:** AEWV applications that are submitted on or after 7 April 2024 based on Job check applications approved before 7 April 2024 are acceptable however, the AEWV application will be assessed against the new instructions.

## Changes to the Accredited Employer work visa application process

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- The applicant/worker will now be required to complete an ‘Additional form’ whilst submitting their application that includes important declarations that align with the new instruction changes.
- You can view the ‘**Additional form - AEWV**’ via the ‘**Documents**’ tab of the application

The declarations are listed below:

- If the offered role is on the ‘Green List’ and if it is, does the applicant meet the requirements of the list
- ANZSCO details
- If they meet the English requirements
- If they meet the minimum skills threshold

## Steps

### 1. Open the Accredited employer work visa application in ADEPT

WV [redacted] Work Visa - Accredited Employer Work Visa - Saved  
 Visa Application  
 Standard Priority Under Assessment Internal Status

General Visa Applicants Additional Information Assessment Activities and RFI Documents Waiting On Risk and Risk Monitoring Activities Visa Conditions Related

Basic Details

Application Name \* wvo [redacted] Work Visa - Accred... Group Application Group Application Priority Standard

Application id [redacted] Submitted Date (NZ) 14-March-2024 Actively Managed File No

### 2. Complete the manual components of the assessment required by the new instructions

The updated instructions require a manual assessment to be undertaken in addition to the assessment activities identified in ADEPT until the functionality is built into the system. This manual process is to be used in the interim to ensure that the assessment aligns with the new instructions.

- Open the [AEWV \(WA4\) Assessment Template \[WVxxxxxxx\]](#) to begin the manual assessment

2a. Determine the skill level for role by checking the *Approved ANZSCO code* from within the job check application. Click the job check link and scroll down to the *Additional decision details* section top open the ANZSCO record in ADEPT

Job check [redacted] J.C. [redacted] Registered Nurse

254418 - Registered Nurse (Medical) - Saved  
 ANZSCO

General Related

Title \* 254418 - Registered Nurse (Medical)

ANZSCO Code 254418

ANZSCO Title Registered Nurse (Medical)

Skill Level 1

ANZSCO Qualifications or Work Experience New Zealand Registration

Additional Decision Details

Number of approved positions 2

Approved Job Title Registered Nurse

Approved ANZSCO Code \* 254418 - Registered Nurse (Medical)

**Note:** If the AEWV application has been submitted on or after 7 April 2024 the ANZSCO determination as per the job check (assessed under previous instructions) can be used for the application on hand without any additional ANZSCO assessment.

- Take note of the ANZSCO skill level in the VAT
- Follow [SOP - Determine if the applicant meets the minimum skills threshold](#)

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If	Then
The applicant has provided sufficient evidence to demonstrate that the minimum skills threshold is met	Ensure that the relevant section in the VAT is completed and <b>go to step 2b</b>
The applicant has not provided sufficient evidence to demonstrate that the minimum skills threshold is met; <b>or</b>  The applicant does not appear to meet the minimum skills threshold or the suitably qualified requirements	<b>Note the concern in the relevant section of the VAT</b> and <b>go to step 2b</b>

## 2b. Determine if the applicant needs to meet the English language requirements WA4.12

If	Then						
The applicant's role is an ANZSCO skill level 1-3 occupation	The applicant does not need to meet English language requirements  Complete the relevant section in the VAT and go to <b>Step 2c</b>						
The applicant's role is an ANZSCO skill level 4 or 5 occupation	The applicant must meet English language requirements  Follow <a href="#">SOP – Assess English AEWV (ANZSCO Skill Level 4-5)</a> <table border="1" data-bbox="566 1070 1353 1326"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>English language requirements are met</td> <td>Check that the relevant sections have been completed in the VAT and go to <b>Step 2c</b></td> </tr> <tr> <td>English language requirements are not met</td> <td><b>Ensure that the concern is noted</b> in the relevant section of the VAT and go to <b>Step 2c</b></td> </tr> </tbody> </table>	If	Then	English language requirements are met	Check that the relevant sections have been completed in the VAT and go to <b>Step 2c</b>	English language requirements are not met	<b>Ensure that the concern is noted</b> in the relevant section of the VAT and go to <b>Step 2c</b>
If	Then						
English language requirements are met	Check that the relevant sections have been completed in the VAT and go to <b>Step 2c</b>						
English language requirements are not met	<b>Ensure that the concern is noted</b> in the relevant section of the VAT and go to <b>Step 2c</b>						

## 2c. Undertake an assessment of the maximum continuous stay (MCS) requirements to determine visa duration

The maximum continuous stay period depends on when the applicant's first Accredited Employer work visa application was submitted and whether the role is paid at or above the median wage. A manual assessment of MCS is required until the enhancements have been implemented.

- Review the **Maximum continuous stay flowchart**
- Review the maximum continuous stay instructions held at WA4.10.7

If	Then
The applicant <b>has not</b> been granted an AEWV in the past	Check when the application was submitted against the MCS requirements at WA4.10.7(c) and WA4.10.7(d) to determine visa duration
The applicant <b>has</b> been granted an AEWV in the past	Determine if the maximum continuous stay period has been met and if the applicant has or is required to spend time

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	outside of New Zealand. See WA4.10.7(e) and WA4.10.7(h) and (i)
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Go to **step 3**

### 3. Complete the ADEPT identified assessment components of the application

The ADEPT identified assessment activities will still need to be assessed in line with the existing processes outlined below.

Follow the SOPs below as required:

- [SOP - AEWV Assess worker eligibility](#)
- [SOP - AEWV Job check validation](#)
- [Assess Job Check – Meat and Seafood Sector Agreement](#)

### 4. Determine if RFI/PPI is required

- **If concerns are identified during the ADEPT assessment, these should be marked as ‘No’ in the ‘Instructions met’ field of the appropriate assessment criteria**
  - Selecting ‘No’ in this field will ensure that the appropriate RFI/PPI blurb is added into the RFI/PPI where required
- **If concerns are identified during the manual assessment, these will all be recoded on the VAT. These concerns (if present) will require an assessment concern to be raised manually**

### 5. Raising a manual custom assessment concern (if required)

- A manual assessment concern will need to be raised for each of the concerns identified in the VAT and the appropriate blurbs will need to be manually added into fields of each of the assessment concerns raised

**Note:** If any concerns regarding WA4.10.7 (MCS) have been identified at step 2c, you will need to raise an assessment concern

- Open an activity and follow [4a. SOP - Manually add a custom assessment concern in ADEPT.docx](#) (the blurb document is linked within the SOP)

If	Then
Any assessment concerns have been created/raised	<ul style="list-style-type: none"> <li>• Consider undertaking verification activity appropriate to the specific risk(s) identified.</li> <li>• Consult a verification officer if there is an indication that advanced verification may be required.</li> <li>• These concerns should be addressed through requesting further information (RFI) or requesting comment on potentially prejudicial information (PPI) after assessing the other aspects of the application               <ul style="list-style-type: none"> <li>○ Ensure that the outcome for each applicable activity is ‘Require further info’</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>An RFI/PPI activity will generate. Ensure that the appropriate blurbs are reflected in the letter before sending it to the applicant.</li> </ul> <p>Go to <b>Step 6</b></p>
No assessment concerns are present	Go to <b>Step 6</b>

**6. Check if a risk assessment activity is present**

<b>If</b>	<b>Then</b>
A risk activity is present regarding an active warning	<p>See SOP - Managing information warnings (<a href="#">SOP - Managing information warnings</a>) to determine if referral to Risk &amp; Verification is required.</p> <ul style="list-style-type: none"> <li><b>Note the concern</b> in the relevant section of the VAT</li> <li>Undertake further action to mitigate the warning before proceeding to <b>Step 7</b></li> </ul> <p><b>Note:</b> If there is an NPP warning present, follow the process to request the content of the warning through R&amp;V</p>
No risk activity is present	Go to <b>Step 7</b>

**7. Add the VAT into the notes and proceed to finalise the application**

- Copy and paste the full VAT into the General notes of the application
- Make a determination on the application based on the information available

<b>If</b>	<b>Then</b>
Instructions are met and the application is to be approved	<ul style="list-style-type: none"> <li>Check the proposed visa details with consideration of the current maximum visa duration and maximum continuous stay WA4.10.7, WA4.10.10 and WA4.15</li> <li>Proceed to approve the application</li> </ul> <p><b>END</b></p> <p><b>Note:</b> If the visa is issued on or after 7 April 2024 the visa conditions should include a condition that states that the visa holder must work full-time hours.</p>
Instructions are not met, and the application is to be declined	<p>Proceed to decline the application</p> <p><b>Note:</b> Consider adding a warning on the employer where applicable (i.e., The application is being declined as the applicant was assessed as not meeting the minimum skills</p>

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	<p>threshold. The employer should be taking reasonable steps to ensure they meet the threshold before offering them the role. This should be considered when or if the employer applies to renew accreditation)</p> <p><b>END</b></p>
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**END OF PROCESS**

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# SOP – Assess English AEWV (ANZSCO Skill Level 4-5) (WA4.12)

Date Published: 17 April 2024

Classification: In-Confidence

## When to use

When assessing the English language ability of applicants for an Accredited Employer work visa application where their employment has been assessed at the Job Check as ANZSCO skill level 4 or 5.

Use the below visa assessment template to document the assessment and decision-making process:

- [AEWV \(WA4\) Assessment Template \[WVxxxxxxx\]](#)

## Role

- Immigration Officer

## Guidelines

- AEWV applications must be declined if the applicant does not meet the minimum standard of English required.
- In any case, an immigration officer may require an applicant to provide an English language test result to determine whether the applicant meets the minimum standard of English. However, full consideration must be given to all evidence of English language ability provided before a decision to request an English language test is made. If such a test result is requested, the reason(s) behind the decision must be clearly documented and conveyed to the applicant.

## Steps

1. **Check the application declaration and type of evidence provided to determine how the applicant is claiming to meet the minimum standard of English**

If the applicant ...	Then...
Has provided an English language test result from a provider set out in WA4.12.5	Go to <b>step 2</b> .
Is claiming to meet the requirements through citizenship of Canada, Ireland, the United Kingdom (UK) or United States of America (USA); <b>or</b>  Has worked or studied in Australia or New Zealand for at least five years WA4.12.1(b)(i)	Go to <b>step 4</b> .

Is claiming to meet the requirements by holding an applicable qualification	Go to <b>step 5</b> .
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## 2. Check whether the test result is valid

If, at the time the application was lodged, the English language test result was...	Then...
More than two years old	Go to <b>step 4</b> to determine whether they can meet the English language requirement through other means.
No more than two years old	Go to next step.

## 3. Check whether the test type and result are acceptable

Refer to the requirements for acceptable English language test results for applicants as set out at WA4.12.5.

If the test and result is...	Then...
Acceptable	English language requirements are considered met. Go to <b>step 6</b> .
Not acceptable	Continue to next step to determine whether they can meet the English language requirement through other means.

**Note:** If a risk is identified, engage with Risk and Verification to verify the result by making a Risk Treatment Referral. See [SOP - Assess Risk and Conduct Verification](#).

## 4. Determine whether the applicant meets the criteria to have their language ability recognised through citizenship

An applicant may demonstrate meeting the minimum standard of English through citizenship of one of the following countries, provided they have spent (and provided evidence of) at least five years in work or education in one or more of those countries or Australia or New Zealand:

- Canada
- Ireland
- UK
- USA

If the applicant...	Then...
Meets the requirements above	English language requirements are considered met. Go to <b>step 6</b> .

Does not meet the requirements above	Continue to next step to determine whether they can meet the English language requirement through study towards a qualification.
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**5. Determine whether the applicant meets the criteria to have their language ability recognised through a qualification**

An applicant may demonstrate meeting the minimum standard of English through holding certain qualifications.

**5a. Check where the qualification was obtained:**

If the qualification was obtained...	Then...
In: <ul style="list-style-type: none"> <li>• Australia</li> <li>• Canada</li> <li>• New Zealand</li> <li>• Ireland</li> <li>• UK</li> <li>• USA</li> </ul> <p><b>Note:</b> To meet this requirement, the applicant must have studied 'in the country' (i.e., Not by remote correspondence)</p>	Continue to <b>step 5(b)</b> to determine how the qualification is recognised.
In another country	The applicant does not appear to meet any English language criteria. Note the concern in the relevant section of the VAT and go to <b>step 6</b> .

**5b. Check the level of the qualification**

If the qualification is comparable to...	Then...
A New Zealand <i>level 7 Bachelor's degree</i> and the applicant studied towards that qualification for at least two academic years in one or more of these countries: <ul style="list-style-type: none"> <li>• Australia</li> <li>• Canada</li> <li>• New Zealand</li> <li>• Ireland</li> <li>• UK</li> <li>• USA</li> </ul>	English language requirements are considered met. Go to <b>step 6</b> .
A New Zealand <i>qualification at level 8 or above</i> and the PA studied towards that qualification for at	English language requirements are considered met. Go to <b>step 6</b> .

least one academic year in one or more of: <ul style="list-style-type: none"> <li>• Australia</li> <li>• Canada</li> <li>• New Zealand</li> <li>• Ireland</li> <li>• UK</li> <li>• USA</li> </ul>	
Neither of the above criteria appear to be met	The applicant does not appear to meet any English language criteria. Note the concern in the relevant section of the VAT and go to <b>step 6</b> .

#### 6. Determine if further checks are required

If...	Then...						
The applicant meets English language requirements based on one of the checks above	Go to <b>Step 7</b>						
The applicant does not meet English language requirements based on one of the checks above	Check if the applicant has previously been assessed as meeting English language requirements for an application submitted on or after 7 April 2024						
	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>The applicant has been assessed as meeting English requirements in a previous application submitted on or after 7 April 2024</td> <td>English language requirements are considered met. Go to <b>step 7</b>.</td> </tr> <tr> <td>The applicant has not been assessed as meeting English requirements in a previous application submitted on or after 7 April 2024</td> <td>The applicant does not appear to meet any English language criteria. Note the concern in the relevant section of the VAT and go to <b>step 7</b></td> </tr> </tbody> </table>	If...	Then...	The applicant has been assessed as meeting English requirements in a previous application submitted on or after 7 April 2024	English language requirements are considered met. Go to <b>step 7</b> .	The applicant has not been assessed as meeting English requirements in a previous application submitted on or after 7 April 2024	The applicant does not appear to meet any English language criteria. Note the concern in the relevant section of the VAT and go to <b>step 7</b>
	If...	Then...					
The applicant has been assessed as meeting English requirements in a previous application submitted on or after 7 April 2024	English language requirements are considered met. Go to <b>step 7</b> .						
The applicant has not been assessed as meeting English requirements in a previous application submitted on or after 7 April 2024	The applicant does not appear to meet any English language criteria. Note the concern in the relevant section of the VAT and go to <b>step 7</b>						

#### 7. Update visa assessment template with the outcome of the assessment of the applicant's English language ability

Ensure that all possible avenues have been considered (i.e. English language test result, citizenship, qualification) before making a determination on English language ability.

If...	Then...



No concerns were identified	English requirements are considered met. Proceed with other relevant SOP(s) to continue assessing the application.
Concerns were identified	Note the concern in the relevant section of the VAT.

**END.**

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# SOP – Determine if the applicant meets the minimum skills threshold

**Date Published:** 17 April 2024

**Classification:** Unclassified

## When to use

When assessing an Accredited employer Work visa and you need to determine if the applicant meets the minimum skills threshold as per WA4.10.6

## Role

- Immigration Officer (IO)

## Guidelines

Changes to the Accredited employer instructions have introduced new requirements to tighten settings for lower-skilled workers.

The functionality in ADEPT will not be immediately available to implement these changes and as a result, these changes will be implemented in two phases:

**Phase 1:** Manual assessment required from 7 April 2024

**Phase 2:** ADEPT functionality built into the process

In the interim, a combination of manual assessments and existing ADEPT processes will need to be followed to ensure that we meet the objectives of these changes.

This is a standalone process to be used during Phase 1, to undertake an assessment of the minimum skills threshold.

## Context

An applicant must meet the 'suitably qualified' requirements in addition to the 'minimum skills threshold':

**Suitably qualified WA4.10.5** - *An applicant is suitably qualified to do the job they have been offered if they have the qualifications, work experience, skills and other specifications that were listed by the employer, in the Job Check application, as the minimum requirements for the job.*

**Minimum skills threshold WA4.10.6** – *An applicant meets the minimum skills threshold if they have either 3 years of relevant work experience or a Level 4 qualification (with some exceptions)*

The 'suitably qualified' assessment will continue to be assessed in ADEPT in line with the relevant assessment criteria unless it is deemed to be met through one of the criteria below.

## Related Resources

From April 7, 2024 - Entry into this process is from [SOP –Accredited employer Work visa Gateway: Manual assessment for AEWV applications](#)

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## Assessment Template

[AEWV \(WA4\) Assessment Template \[WVxxxxxxx\]](#)

### Prerequisites

From April 7, 2024 - Entry into this process is from [SOP –Accredited employer Work visa Gateway: Manual assessment for AEWV applications](#)

### Steps

- 1. Determine if the applicant is suitably qualified and meets the Minimum skills threshold WA4.10.5 & WA4.10.6**

If	Then
<ul style="list-style-type: none"><li>The role offered is on the Green list and the applicant meets the requirements listed for the occupation; <b>or</b></li><li>An IO has already assessed the applicant as being suitably qualified and meeting the minimum skills threshold for a previous application; <b>or</b></li><li>The applicant has provided evidence that they hold full or provisional registration for the job offered, where specifications were required to obtain that registration</li></ul>	<p>The applicant can be considered as meeting <b>both</b> the 'suitably qualified' requirements and the 'minimum skill threshold'.</p> <p>Complete the relevant section in the VAT and <b>go to back to step 2b - <a href="#">SOP –Accredited employer Work visa Gateway: Manual assessment for AEWV applications</a></b></p> <p><b>END</b></p>
<ul style="list-style-type: none"><li>The applicant has been offered a pay rate that is twice the median wage or more</li></ul>	<p>The applicant can be considered as meeting the 'minimum skill threshold' but a 'suitably qualified' assessment is still required</p> <p>Complete the relevant section in the VAT and <b>go to back to step 2b <a href="#">SOP –Accredited employer Work visa Gateway: Manual assessment for AEWV applications</a></b></p>
The applicant does not meet any of the criteria above	An assessment against <b>both</b> the 'suitably qualified' requirements and the 'minimum skill threshold' is required Go to <b>step 2 below</b>

- 2. Determine if the applicant is suitably qualified for the role and whether the minimum skills threshold requirements are met WA4.10.5 & WA4.10.6(a)**

**2a. Determine if the applicant is suitably qualified to do the job they have been offered**

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SOP – Determine if the applicant meets the minimum skills threshold

Follow SOP [Assess worker eligibility](#) in line with the assessment criteria that are present to determine if the applicant is suitably qualified.

\*Has the qualification/work experience/skills/other specifications that were listed by the employer in the job check application as the minimum requirements for the job.

## **2b. Determine if the applicant is suitably qualified to meet the minimum skills threshold**

An applicant is suitably qualified to meet the minimum skills threshold if an IO is satisfied that the applicant:

- can demonstrate three years or more of relevant work experience with evidence from documentation not written by the applicant themselves; **or**
- has a relevant qualification at Level 4 or higher on the New Zealand Qualifications and Credentials Framework (NZQCF)
  - Evidence of a qualification must include a copy of the qualification certificate specifying the applicant's name, the type of qualification and the awarding institution; **and**
  - An International Qualification Assessment (IQA) if the qualification is not a Bachelor's degree or higher

**Consider the following when assessing if the applicant meets the minimum skills threshold:**

- A qualification or work experience can be considered to be relevant if it is in the same field or industry as the job offered.
- Qualifications that are Bachelor's degrees or higher can be considered relevant to any employment offered.
- Evidence of relevant work experience not written by the applicant themselves may include, but is not limited to:
  - letters of reference from an employer; or
  - certificates of employment; or
  - payslips; or
  - tax certificates

## **3. Review the information provided to determine if the applicant has provided qualification and/or work experience evidence**

- Go to the 'Documents' tab to view the applicant's documents and look for qualification and/or work experience related documents
- Check the [General Work-related Risks and Advice](#) page on the Verification Toolkit to support determination of whether risks are likely to be present. Also ensure that you are familiar with relevant country profile page of the applicants nationality.
- Information regarding the IQA can be found [here](#)

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**Note:** For the avoidance of doubt, a curriculum vitae is not sufficient unless it is provided with supporting documentation from a third party that satisfies an immigration officer

<input type="checkbox"/> Name	Document Type	Document Type Category (Document Type)
<input type="checkbox"/> Document for Application Fee	Receipt document	
<input type="checkbox"/> Document Metadata for Visa Application	Visa Application	
<input type="checkbox"/> INZ 1225.pdf	Authorisation form	Application
<input type="checkbox"/> Taxi Employment Ref.pdf	Work Experience	Education and work history
<input type="checkbox"/> employment contract.pdf	Employment agreement	Accredited Employer Work Visa
<input type="checkbox"/> job offer.pdf	Offer of employment	Accredited Employer Work Visa
<input type="checkbox"/> Passport Bio Data Page.pdf	Passport or travel document	identity

- The evidence must satisfy the IO that the applicant is suitably qualified to meet the minimum skills threshold and the requirements set out at WA4.10.6

**4. Ensure the relevant sections in the VAT are completed and go back to Step 2b [SOP – Accredited employer Work visa Gateway: Manual assessment for AEWV applications](#)**

**END OF PROCESS**

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SOP – Determine if the applicant meets the minimum skills threshold

# SOP – Job check Gateway: Manual assessment of Job check applications

**Date Published: 17 April 2024**

**Classification: In-Confidence**

## When to use

When assessing an employer's Job check application on or after 7 April 2024

## Role

- Immigration Officer (IO)

## Guidelines

Changes to the Accredited employer instructions have introduced new requirements to tighten settings for lower-skilled workers.

The functionality in ADEPT will not be immediately available to implement these changes and as a result, these changes will be implemented in two phases:

**Phase 1:** Manual assessment required **from** 7 April 2024 (this process)

**Phase 2:** ADEPT functionality built into the process

In the interim, a combination of manual assessments and existing processes will need to be implemented to ensure that we meet the objectives of these changes.

## Related Resources

[0a. Landing page - AEWV March changes.docx](#)

[1a. Accreditation Gateway.docx](#)

[3a.AE Work visa Gateway.docx](#)

[JC RFI/PPI blurbs](#)

## Assessment Template

The manual assessment required will need to be recorded using a Visa assessment template as linked below:

[JC \(WA3\) Individual Assessment Template \[AN XXXXXXXX\]](#)

## Prerequisites

- Job check applications submitted on or after 7 April 2024

**Note:** Job check applications that are submitted on or after 7 April 2024 based on Employer accreditation applications approved before 7 April 2024 are acceptable; however, the job check application will be assessed against the new instructions.

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## Changes to the Job check application process

- The employer will now be required to complete an **'Additional form'** whilst submitting their application that includes important declarations that align with the new instruction changes.
- You can view the **'Additional form - JC'** via the **'Documents'** tab of the application

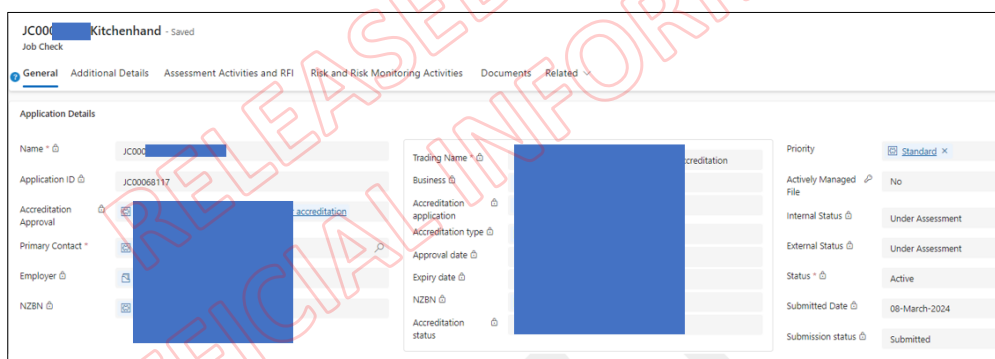
### The declarations made at Job check stage are listed below:

- Advertising the role for at least 21 days
- Work and Income engagement evidence required for ANZSCO Skill level 4 and 5 occupations
- The employer must declare that they will take reasonable steps to ensure workers are suitably qualified and meet the minimum skills threshold
- They must declare that there were no 'suitable and available New Zealanders if they have applied for an ANZSCO skill level 4 or 5 role
- The employer must declare the ANZSCO occupation, code and skill level
- If the offered role is on the 'Green List' and if it is, does the role meet the requirements of the list

**Note:** The employer will be downloading the additional form to complete and upload into the application once completed

## Steps

### 1. Open the Job check application



The screenshot displays the 'Job Check' application interface for 'Kitchenhand - Saved'. The 'General' tab is active, showing 'Application Details'. Fields include Name (JC000), Application ID (JC00008117), Accreditation Approval (accreditation), Primary Contact, Employer, NZBN, Trading Name, Business, Accreditation application, Accreditation type, Approval date, Expiry date, NZBN, Accreditation status, Priority (Standard), Actively Managed File (No), Internal Status (Under Assessment), External Status (Under Assessment), Status (Active), Submitted Date (08-March-2024), and Submission status (Submitted).

### 2. Complete the manual components of the assessment required by the new instructions

The updated instructions require a manual assessment to be undertaken in addition to the assessment activities identified in ADEPT until the functionality is built into the system. This manual process is to be used in the interim to ensure that the assessment aligns with the new instructions.

Open the **Job check VAT** [JC \(WA3\) Individual Assessment Template \[AN XXXXXXXX\]](#) and fill in the required fields as you complete the manual assessment component

#### 2a. Check employer declarations

The employer should have manually uploaded the 'Additional form' which can be accessed via the **'Documents'** tab.

- Check the employer's declarations as listed below:

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- The employer must declare that they agree to take reasonable steps to ensure that any Accredited Employer work visa applicant who applies on the basis of this job check application:
  - Is suitably qualified as set out at WA2.10.14; and
  - Meets the minimum skills threshold WA2.10.14(c)
- The employer must declare that there were no 'suitable and available New Zealanders if they have applied for an ANZSCO skill level 4 or 5 role
- The employer must declare if the offered role is on the 'Green List' and if it is, does the role meet the requirements of the list

If	Then
The declarations are incomplete	Note concern in the relevant section of the VAT  Go to <b>Step 2b</b>
The declarations are complete	Go to <b>Step 2b</b>

**2b. Undertake an assessment of the proposed role against ANZSCO requirements WA3.16 & WA3.16.1**

- The employment assessment is required to determine the skill level of the proposed role and may comprise of two stages:
  - **Stage One (Always required):** Determine if the proposed role is *substantially consistent* with an ANZSCO occupation – SOP Undertake an employment assessment
  - **Stage Two (Sometimes required):** Determine if the proposed role is a *substantial match* to an ANZSCO occupation - SOP – Undertake a substantial match assessment.
- Follow [SOP – Undertake an employment assessment](#)

**Note:** You will only need to undertake the substantial match assessment if required as per the steps in the 'Employment assessment' SOP.

- Once employment assessment is complete, the skill level of the ANZSCO occupation should be determined and the employment details in the VAT should be completed

**2c. Determine if the exceptions to the labour market test apply WA3.20.a**

- The labour market test must be met for all jobs to approve a Job Check, except where:
  - the remuneration for the proposed employment is \$59.32 per hour or above, or the equivalent annual salary ([WA3.20](#)); **or**
  - the proposed employment is for an occupation included on the Green List, and the minimum requirements for the job include the requirements on the list for that occupation ([Appendix 13](#)).

If	Then

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At least one of the exceptions at WA3.20.a apply	<b>Go to Step 3</b>
Neither of the exceptions at WA3.20.a apply	<b>Go to 2d</b>

**2d. Check the advertising timeframe as declared by the employer WA3.20.1.b**

<b>If you determined the skill level of the role as</b>	<b>Then</b>						
An ANZSCO skill level 1-3 occupation	WA3.20.1.b(i) - The job advert must have closed prior to the Job Check application being submitted and been listed for at least <b>14 calendar days</b>						
	Determine if WA3.20.1.b(i) is met based on the employer's declaration						
	<table border="1"> <thead> <tr> <th><b>If</b></th> <th><b>Then</b></th> </tr> </thead> <tbody> <tr> <td>WA3.20.1.b(i) is met</td> <td>Go to <b>step 3</b></td> </tr> <tr> <td>WA3.20.1.b(i) is not met</td> <td> <ul style="list-style-type: none"> <li>Note concern in the relevant section of the VAT</li> </ul> Go to <b>Step 3</b> </td> </tr> </tbody> </table>	<b>If</b>	<b>Then</b>	WA3.20.1.b(i) is met	Go to <b>step 3</b>	WA3.20.1.b(i) is not met	<ul style="list-style-type: none"> <li>Note concern in the relevant section of the VAT</li> </ul> Go to <b>Step 3</b>
	<b>If</b>	<b>Then</b>					
WA3.20.1.b(i) is met	Go to <b>step 3</b>						
WA3.20.1.b(i) is not met	<ul style="list-style-type: none"> <li>Note concern in the relevant section of the VAT</li> </ul> Go to <b>Step 3</b>						
An ANZSCO skill level 4 or 5 occupation	WA3.20.1.b(ii) - The job advert must have closed prior to the Job Check application being submitted and been listed for at least <b>21 calendar days</b>						
	Determine if WA3.20.1.b(ii) is met based on the employer's declaration						
	<table border="1"> <thead> <tr> <th><b>If</b></th> <th><b>Then</b></th> </tr> </thead> <tbody> <tr> <td>WA3.20.1.b(ii) is met</td> <td>Go to <b>step 2e</b></td> </tr> <tr> <td>WA3.20.1.b(ii) is not met</td> <td> <ul style="list-style-type: none"> <li>Note concern in the relevant section of the VAT</li> </ul> Go to <b>Step 2e</b> </td> </tr> </tbody> </table>	<b>If</b>	<b>Then</b>	WA3.20.1.b(ii) is met	Go to <b>step 2e</b>	WA3.20.1.b(ii) is not met	<ul style="list-style-type: none"> <li>Note concern in the relevant section of the VAT</li> </ul> Go to <b>Step 2e</b>
	<b>If</b>	<b>Then</b>					
WA3.20.1.b(ii) is met	Go to <b>step 2e</b>						
WA3.20.1.b(ii) is not met	<ul style="list-style-type: none"> <li>Note concern in the relevant section of the VAT</li> </ul> Go to <b>Step 2e</b>						

**2e. Check for Ministry of Social Development (MSD), Work and Income engagement evidence WA3.20.3**

- Employers are required to engage with Work and Income for ANZSCO Skill level 4 or 5 roles prior to applying for the Job check
- The Work and Income Engagement Check is required when: (Noting exceptions at WA3.20.a)
  - The employer has applied for a proposed role that is an ANZSCO Skill level 4 or 5 occupation **or**
  - The employer has applied for an ANZSCO skill level 1-3 occupation; however, it was determined after undertaking an Assessment of employment that the proposed role is an ANZSCO Skill level 4 or 5 occupation
- If the Work and Income engagement check has been completed by the employer, they should have received:
  - An email from Work and Income advising that the check has been completed; **and**

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- A Work and Income engagement check form that contains details about the role and the checks undertaken

If	Then
<p>The Work and Income Engagement check form has been provided; <b>or</b></p> <p>The employer has an exemption from Work and Income; <b>and</b></p> <p>You are satisfied that WA3.20.3 is met</p>	<ul style="list-style-type: none"> <li>• Add the outcome to the appropriate section of the VAT</li> <li>• Go to <b>Step 2f</b></li> </ul>
<p>Work and Income Engagement check form has not been provided; <b>or</b></p> <p>You are not satisfied that WA3.20.3 is met</p>	<ul style="list-style-type: none"> <li>• <b>Note concern in the relevant section of the VAT</b></li> <li>• Go to <b>Step 2f</b></li> </ul>

## 2f. Check employer declarations for reasons why there were no 'suitable and available New Zealanders

Employers are required, for skill level 4 or 5 occupations, to provide reasons why they did not hire a New Zealand worker (see WA3.20.c.iii). If the reasons they provide in fact show that 'suitable and available New Zealand workers' (WA3.20.10) could have been hired but were not, the Job Check application can be declined.

- Access the 'Additional form' via the 'Documents' tab of the application.
- Check the employer's answer to question E3.

If	Then
<p>The employer has completed the declarations; <b>and</b></p> <p>You are satisfied that WA3.20.b.ii is met, based on the employer's declaration</p>	<ul style="list-style-type: none"> <li>• Add the outcome to the appropriate section of the VAT</li> <li>• Go to <b>Step 3</b></li> </ul>
<p>The employer has not completed all the relevant declarations; <b>or</b></p> <p>You are not satisfied that WA3.20.b.ii is met</p>	<ul style="list-style-type: none"> <li>• <b>Note concern in the relevant section of the VAT (PPI required)</b></li> </ul> <p>Go to <b>Step 3</b></p>

**Note:** Ensure that you have assessed the provided reasons against the instructions at WA3.20.10, WA3.20.10.5,

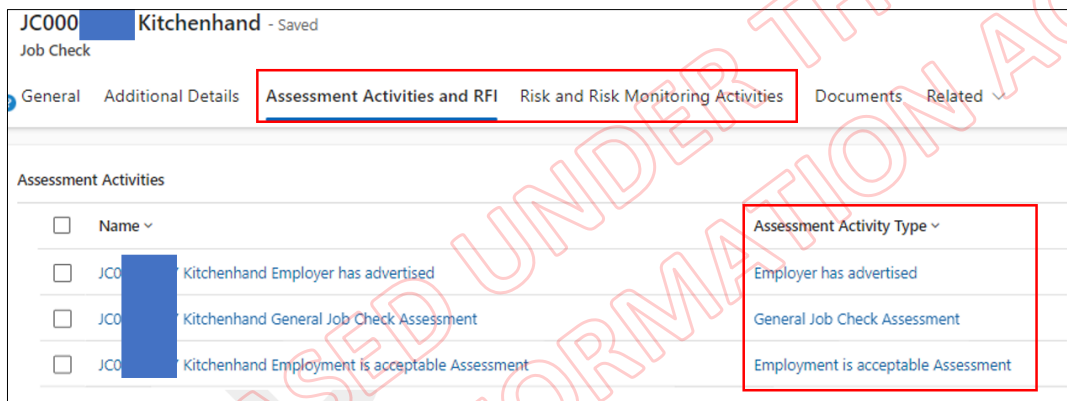
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WA3.20.10.10, and WA3.20.10.15.	
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### 3. Complete the ADEPT assessment components of the application

As mentioned above, the new changes will not be built into the system right away and as a result, this interim process will include an ADEPT assessment with the addition of a manual assessment.

- The system will highlight the assessments that you are required to undertake as per the requirements before these changes came into effect.
- Click on the 'Assessment activities and RFI tab' and the 'Risk and risk monitoring activities' tab to determine what activities and/or further action you are required to undertake



- Follow SOPs under: [Assess job check](#) for each of the activities that have generated within the application you are assessing

### 4. Determine if RFI/PPI is required

- **If concerns are identified during the ADEPT assessment, these should be marked as 'No' in the 'Instructions met' field of the appropriate assessment criteria**
  - Selecting 'No' in this field will ensure that the appropriate RFI/PPI blurb is added into the RFI/PPI where required
- **If concerns are identified during the manual assessment, these will all be recorded on the VAT. These concerns (if present) will require an assessment concern to be raised manually**

### 5. Raising a manual custom assessment concern (if required)

- A manual assessment concern will need to be raised for **each of the concerns** identified in the VAT and the appropriate blurbs will need to be **manually added** into fields of each of the assessment concerns raised
- Open an activity and follow [4a. SOP - Manually add a custom assessment concern in ADEPT.docx](#) (the blurb document is linked within the SOP)

<b>If</b>	<b>Then</b>
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Any assessment concerns have been created/raised	<ul style="list-style-type: none"> <li>Consider undertaking risk activity appropriate to the specific risk(s) identified.</li> <li>Consult a verification officer if there is an indication that advanced risk treatment may be required - See <a href="#">SOP - Assess Risk and Conduct Verification</a></li> <li>These concerns should be addressed through <a href="#">requesting further information (RFI)</a> or requesting comment on <a href="#">potentially prejudicial information (PPI)</a> after assessing the other aspects of the application.</li> </ul> <p>Go to <b>Step 6</b></p>
No assessment concerns are present	Go to <b>Step 6</b>

## 6. Check for warnings in ADEPT

If a warning is present that is linked to the employer, this would normally appear in the Risk activity/assessment to be addressed during the assessment. Whilst this is still in place, an additional check has been added in response to the changes regarding the list of non-compliant employers to ensure that we are identifying these employers before decisions are made.

- Open the 'Warnings & Alerts tab' by clicking on the 'Employer Details' tab and the link next to the 'Employer' field to ensure that all warnings are addressed/mitigated

**Note:** This check occurs at the time of assessment and again before an approval decision is made

The screenshot shows the 'Employer Accreditation' page for 'EA000 LIMITED - Saved'. The 'Employer Details' tab is selected. Fields include Business name, Registration Date (16-March-2023), Business Type, Entity Status (50), and Search URL. At the bottom, the 'Employer' field is highlighted with a red box, and an arrow points to a small icon next to it.

The screenshot shows the 'Warnings & Offences' tab selected. The 'Alerts & Warnings' section is highlighted with a red box. Below it is a table with the following columns: Name, Classification, Source, and Specific Alert.

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If	Then
<p>A warning is present that has not been addressed for this application</p> <p>(i.e., Not identified in the risk assessment, or a new warning added since the application was submitted)</p>	<p>See SOP - Managing information warnings (<a href="#">SOP - Managing information warnings</a>) to determine if referral to Risk &amp; Verification is required.</p> <p>Undertake further action to mitigate the warning before proceeding to <b>Step 7</b></p>
<p>No warnings are present; <b>or</b></p> <p>All warnings have been addressed and mitigated for this application</p>	<p>Go to <b>Step 7</b></p>

#### 7. Record the VAT and finalise the application

- Copy and paste the full VAT into the **General notes** of the application
- Make a determination on the application based on the information available

**End of process**

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# SOP – Manually add a custom assessment concern in ADEPT

**Date Published: 17 April 2024**

**Classification: Unclassified**

## When to use

- When a concern has been identified while processing an ADEPT application; **and**
- An existing assessment concern is not present in the system to address the concern identified

## Role

- Immigration officer (IO)

## Guidelines

The user guide process covers the general process of adding an assessment concern however, in this case, a custom concern is required and the RFI/PPI blurbs will also need to be added manually to reflect in the letters to the applicant.

## Related Resources

[INZKit - ADEPT system user guide \(sharepoint.com\)](#)

## Templates

[RFI/PPI blurb templates](#)

## Prerequisites

- A concern has been identified while processing an ADEPT application; **and**
- A thorough search (including searching by instruction reference and keywords) of the current assessment concerns (using the 'Advanced find' function) has been undertaken with no results; **and**
- An existing assessment concern is not present in the system to address the concern identified

**Note:** This process has been created to support the manual workarounds required for Accredited Employer products during an interim period whilst the functionality is being built into ADEPT. See [Landing page - AEWV March changes](#)

## Steps

1. **Open an Assessment Activity for the application you are currently working on and go to the Assessment Concerns section.**

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WV0 Work Visa - Accredited Employer Work Visa AEWV Worker Eligibility Assessment - Saved

Assessment Activity

Details Proposed Visa Documents Related

Complete assessment activity

Check if PC requirements are met and enter proposed vi...	A5.5	---	---	---	100.100
Meets registration requirements for the job (if any)	W2.10.1(b)	---	---	---	2.1
Has the qualification/work experience/skills/other specifi...	WA4.10.5	---	---	---	2.2
Parents wishing to support their dependent child's visito...	WA4.10.15	---	---	---	4.1

Page 1

Assessment Concern

Assessment Concern ↑

Related Instruction (Ass... Letter Header PPI Content RFI Content Decline Content

+ New Assessment Conc... Add Existing Assessm... Refresh

We didn't find anything to show here

## 2. Select New Assessment Concern

Assessment Concern

Assessment Concern ↑

Related Instruction (Ass... Letter Header PPI Content RFI Content Decline Content

+ New Assessment Conc... Add Existing Assessm... Refresh

## 3. The 'Quick Create: Assessment Concern' form opens.

- In the **Select Assessment Concern** field, enter and select *Custom assessment concern*. Then select **Save and Close**.

Quick Create: Assessment Concern

Employer Accreditation Application ---

Job Check Application @ JC00002740 Database Administrator

Visa Application ---

Assessment Activity @ JC00002740 Database Administrator G...

Visa Applicant ---

Select Assessment Concern

custom

Assessment Concern Templates

Custom assessment concern

Advanced lookup

Save and Close Cancel

## 4. Open the assessment concern you just created by clicking on the link in the Assessment Concern column.

Assessment Concerns (Assessment Activity)

+ New Assessment Conc...

Assessment Concern ↑	Related Instru...	Letter Header	PPI Content	RFI Content	Decline Content
<a href="#">Custom assessment concern...</a>	Custom assessment...	Custom assessment concern	Custom assessment concern	Custom assessment concern	Custom assessment concern

1 - 2 of 2

Page 1

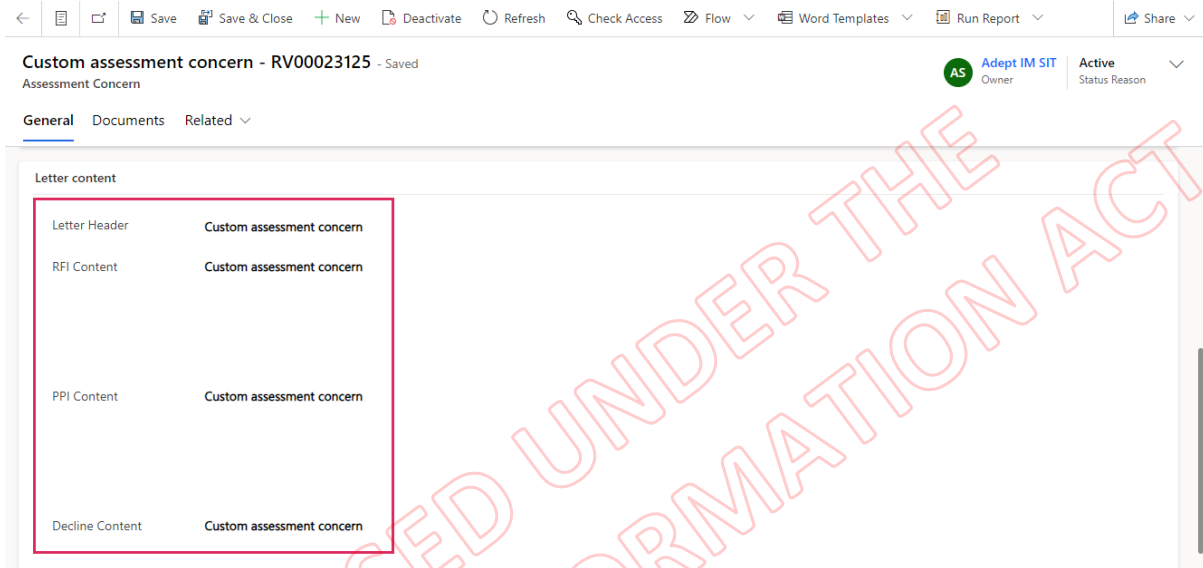
## 5. Locate the RFI/PPI blurbs related to the concern you have identified

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- Open the [RFI/PPI blurb templates](#)
- Find the appropriate blurbs

**6. Copy and paste the blurbs into the corresponding fields in the Letter content section so that content relating to the assessment concern will be populated into the relevant letter:**

- **Letter Header**
- **RFI Content**
- **PPI Content**
- **Decline Content**



**7. In the top menu, select Save & Close**

**END OF PROCESS**

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# SOP – Undertake a Substantial match assessment

Date Published: 17 April 2024

Classification: Unclassified

## When to use

When an initial assessment of the employer’s proposed role for a Job check application has been undertaken in accordance with [Job check Gateway](#) and [SOP – Undertake an employment assessment](#); and

- a specific risk or concern has been identified indicating that there may be job inflation or the proposed role may not be genuine; **and/or**
- the applicant’s role has been assessed as not matching the specific (6 digit) occupation description on the ANZSCO.

## Role

- Immigration Officer (IO)

## Related Resources

Immigration instructions:

- WA3.16 Determining the occupation and skill level of the job

## Prerequisites

- [Job check Gateway](#)
- [SOP – Undertake an employment assessment](#)

## Steps

### 1. Undertake a detailed substantial match assessment WA3.16.b

- See [ANZSCO version 1.3](#)
- Check that the proposed role title matches the ANZSCO code provided and **aligns with the ANZSCO (6-digit) description for that occupation**
- Open and review the list of core tasks found under the **ANZSCO Unit Group (4-digit) level** description for that occupational group, excluding any tasks which are not relevant to the occupation description.
- See and [Industry specific resources](#) and [work related risk & advice](#) in the Verification toolkit for further guidance

Checking the 6-digit description	 <p>The screenshot shows a search interface for ANZSCO codes. On the left, a tree view shows the hierarchy: 85 Food Preparation Assistants [1], 851 Food Preparation Assistants [3], 8511 Fast Food Cooks [1], and 85111 Fast Food Cook. The 85111 code is highlighted with a red box. On the right, a detailed view for '85111. Fast Food Cook' is shown, with tabs for Labels, Synonyms (7), Mappings, and Definition. The Definition tab is selected and highlighted with a red box, showing the text: 'Prepares a restricted range of foods in a fast food establishment.'</p>
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Checking the 4-digit level description and listed tasks



- **Considerations when assessing the role against ANZSCO**

- the circumstances of the employer, including the scope and scale of the employer’s organisation and operation (the size of the operation, the number of staff and managers, and whether management functions are centralised at a head office or undertaken by other managers); and
- the qualifications and work experience required for the job; and
- the remuneration offered

- **Determine whether the applicant’s employment is:**

- A **substantial match** to the ANZSCO Occupation (6-digit) level description for that occupation and
- A **substantial match** to the tasks listed at the ANZSCO Unit Group (4-digit) level description for that occupational group, excluding any tasks which are not relevant to the occupation description.

**Note:** Reference made to ANZSCO skill level groups consist of ANZSCO skill level 1, 2 and 3 occupations grouped together AND ANZSCO skill level 4 and 5 occupations grouped together

If	Then			
The tasks relevant to the ANZSCO occupation comprise most of the tasks required to undertake the proposed role	Go to <b>Step 2</b>			
The tasks required to perform the proposed role comprise most of the tasks of an ANZSCO occupation <b>that differs</b> from the one claimed by the employer	Determine further action			
	<table border="1"> <thead> <tr> <th style="text-align: left;">If</th> <th style="text-align: left;">Then</th> </tr> </thead> <tbody> <tr> <td>The ANZSCO occupation that is assessed as a substantial match to the proposed role is still within the same skill level group (i.e., Skill level 1-3 or Skill level 4 and 5)</td> <td>Go to <b>Step 2</b></td> </tr> </tbody> </table>	If	Then	The ANZSCO occupation that is assessed as a substantial match to the proposed role is still within the same skill level group (i.e., Skill level 1-3 or Skill level 4 and 5)
If	Then			
The ANZSCO occupation that is assessed as a substantial match to the proposed role is still within the same skill level group (i.e., Skill level 1-3 or Skill level 4 and 5)	Go to <b>Step 2</b>			

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	The claimed ANZSCO was a skill level 1-3 occupation that has been assessed as a substantial match to a Skill level 4 or 5 ANZSCO occupation	<p><b>Note the concern in the relevant section of the VAT – PPI may be required</b></p> <p>Proceed to assess against instructions that apply for Skill level 4 and 5 occupations</p> <p>Go to <b>Step 2</b></p>
<p>The tasks relevant to the ANZSCO occupation description DO NOT comprise most of the tasks required to undertake the proposed role; <b>and</b></p> <p>No other suitable ANZSCO occupation is identified</p>	<p><b>Note the concern</b></p> <p>Go to <b>Step 2</b></p>	

## 2. Make a further assessment of whether the employment is genuine WA3.15(I)

- Factors to consider include (but are not limited to):
  - Whether the role appears to be inflated to meet Immigration requirements
  - Whether the remuneration for the position is comparable to the market rate for New Zealand workers in that occupation.
  - Whether there is any indication that the applicant (or their agent or a third party) may have made payment to the employer (or their agent or third party) to secure the offer of employment.
- Check resources, such as job inflation, Illogical Position for Company pages, in the [General Work related risks page](#) on the Verification Toolkit to determine whether risks are likely to be present.

If	Then				
No concerns regarding the genuineness of the proposed role are identified	Make a determination on the ANZSCO skill level				
	<table border="1"> <thead> <tr> <th data-bbox="467 1688 762 1718">If</th> <th data-bbox="762 1688 1259 1718">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 1718 762 1964">You determined at Step 1 that the proposed role was a substantial match to an ANZSCO listed occupation</td> <td data-bbox="762 1718 1259 1964"> <ul style="list-style-type: none"> <li>• <b>The proposed role can be considered a substantial match</b> to the occupation as listed on ANZSCO</li> <li>• Record the ANZSCO skill level of the occupation in the VAT</li> </ul> </td> </tr> </tbody> </table>	If	Then	You determined at Step 1 that the proposed role was a substantial match to an ANZSCO listed occupation	<ul style="list-style-type: none"> <li>• <b>The proposed role can be considered a substantial match</b> to the occupation as listed on ANZSCO</li> <li>• Record the ANZSCO skill level of the occupation in the VAT</li> </ul>
If	Then				
You determined at Step 1 that the proposed role was a substantial match to an ANZSCO listed occupation	<ul style="list-style-type: none"> <li>• <b>The proposed role can be considered a substantial match</b> to the occupation as listed on ANZSCO</li> <li>• Record the ANZSCO skill level of the occupation in the VAT</li> </ul>				

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		Substantial match assessment complete
	You were unable to determine at Step 1 that the proposed role was a substantial match to an ANZSCO listed occupation	<ul style="list-style-type: none"> <li>• <b>The proposed role cannot be considered a substantial match</b> to the occupation as listed on ANZSCO.</li> <li>• <b>Note the concern in the relevant section of the VAT</b></li> </ul> <p>Substantial match assessment complete</p>
Concerns around genuineness of the proposed role are identified	<p><b>Note the concern in the relevant section of the VAT</b></p> <p>Substantial match assessment complete</p>	

Refer back to [Job check Gateway](#) for next steps

**END OF PROCESS**

RELEASED UNDER THE OFFICIAL INFORMATION ACT

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SOP – Undertake a Substantial match assessment

# SOP – Undertake an employment assessment

Date Published: 17 April 2024

Classification: In-Confidence

## When to use

When an employer submits an application for a job check, we must assess the role/s applied for against ANZSCO standards to determine what further employment requirements need to be assessed.

## Role

- Immigration officer (IO)

## Guidelines

When an employer applies for a job check, we need to determine if the role meets immigration requirements. The 'Job check' instructions have been updated to include additional assessments of the role, what the applicant will be doing, and what skill level the role is.

## Related Resources

ANZSCO guide

Immigration instructions to be listed here

## Assessment Template

Job check - [JC \(WA3\) Individual Assessment Template \[AN XXXXXXXX\]](#)

## Prerequisites

Entry into this SOP is from [Job check Gateway](#)

## Steps

### 1. Review the evidence provided in the job check application

- Employment evidence may include (but is not limited to) information about the business, the pay rate, a job description, evidence of advertising for the role and other supporting documents

If	Then...
Sufficient employment evidence of the role/s offered has been provided	<ul style="list-style-type: none"><li>• Proceed to process the application using this evidence</li></ul> Go to <b>Step 2</b>
Insufficient employment evidence of the role/s offered has been provided	<b>Note the concern in the relevant section of the VAT</b> Go to <b>Step 2</b>

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## 2. Identify the ANZSCO occupation and skill level as claimed by the employer

- From the Job check application, go to the 'Additional details' tab to view the ANZSCO occupation and associated code that the employer has selected

The screenshot shows a web application interface for 'Job Check'. At the top, it displays 'JC000 Food Preparation Assistant/Cook - Sav'. Below this, there are three tabs: 'General', 'Additional Details' (which is selected and highlighted with a red box), and 'Assessment Activities and RFI'. Under the 'Additional Details' tab, there is a section titled 'Job Details'. Within this section, the 'ANZSCO code' field is highlighted with a red box and contains the text '851111 - Fast Food Cook'.

- Check the Australian and New Zealand Standard Classification of Occupations (ANZSCO)
  - Refer to the Immigration NZ view of [ANZSCO version 1.3](#) as provided by Statistics New Zealand.
  - Locate the occupation listing on the ANZSCO

## 3. Identify if there are employment specific risks present

- Determine whether there are any relevant risk rules, active employer alerts/warnings or other information indicating the potential presence of any specific risk indicating that the role may not be genuine or that the occupation has been inflated
- Check the [General work related risk & advice, commonly inflated roles](#) and [Industry specific resources](#) in the Verification toolkit to determine whether risks are likely to be present

If	Then
No concerns regarding genuineness of employment and/or role and/or salary inflation are identified	Go to <b>step 4</b>
Concerns are identified regarding genuineness of employment and/or role and/or salary inflation are identified	Consider if a 'substantial match' assessment may be required.  See relevant steps in <a href="#">SOP - Undertake a substantial match assessment.docx</a>

## 4. Determine the ANZSCO skill level of the role

- Undertake an overall review of the role against the definition of the ANZSCO occupation
- Check that the proposed role title matches the ANZSCO occupation and code provided.
- Determine if the role (taken as a whole), is substantially consistent with the ANZSCO (6 digit) definition for that occupation
- See [ANZSCO version 1.3](#)

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- See and [Industry specific resources](#) in the Verification toolkit for further guidance

**851111. Fast Food Cook** ✕

Labels Synonyms (7) Mappings Definition

**Definition**  
Prepares a restricted range of foods in a fast food establishment.

**Note:** Reference made to ANZSCO skill level groups consist of ANZSCO skill level 1, 2 and 3 occupations grouped together AND ANZSCO skill level 4 and 5 occupations grouped together

If	Then
<p>You determine that the role is <i>substantially consistent</i> with an ANZSCO occupation:</p> <p>As claimed by the employer; <b>or</b></p> <p>Within the same ANZSCO skill level group (i.e., Skill level 1-3 or Skill level 4 and 5)</p>	<p><b>Requirements are met</b> and a substantial match assessment is not required</p> <ul style="list-style-type: none"> <li>• Note the skill level as set out in ANZSCO in the relevant section of the VAT</li> </ul> <p>Employment assessment is complete</p>
<p>The employer claimed an ANZSCO skill level 1-3 occupation however, you have determined that the role offered is <i>substantially consistent</i> with an ANZSCO skill level 4 or 5 occupation</p>	<p>Proceed to assess against instructions that apply for Skill level 4 and 5 occupations</p> <ul style="list-style-type: none"> <li>• Note the skill level as set out in ANZSCO in the relevant section of the VAT</li> <li>• Take note as an assessment concern will need to be raised. It is likely that other requirements for Skill level 4 or 5 roles may not be met.</li> </ul> <p>Employment assessment is complete</p>
<p>There is insufficient evidence to demonstrate that the role is <i>substantially consistent</i> with an ANZSCO occupation</p>	<p><b>Note the concern in the relevant section of the VAT</b></p> <p>Employment assessment is complete</p>

Refer back to [Job check Gateway](#) for next steps

**END OF PROCESS**

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