

## **WANGARATTA REGIONAL CERTIFYING BODY APPLICATION CHECKLIST**

**Responsible areas for certification: Wangaratta, Wodonga, Towong, Indigo, Alpine, Mansfield, Benalla Shires**

**Version 1.4 (July 2020)**

### **Visa Type: Skilled Employer Sponsored Regional (SESR)**

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

While we may ask you to provide more information in order to determine whether you meet the criteria for assessment approval, a decision on the assessment may be made solely on the information provided at the time of application. If further documents are requested a period of 7 days will be given in which to receive the documents. After this time all documents will be returned.

Form 1404 Skilled Employer Sponsored Regional Scheme – Regional Certifying <i>Body</i> A copy of the lodged or draft application if applicable. Please <u>do not</u> complete the section details of Regional Certifying Body on the 1404 form.	
Signed and dated Form 956 (if using a migration agent).	
Mandatory requirement- Prepaid, self-addressed, A4 envelope for the return of documents <b>Please note: no staples in documents, use only bulldog or paperclips, no double-sided printing</b>	
Position Description and Employment Contract signed by both parties	
Evidence to support the salary and terms and conditions for this position are consistent With the market rate for other positions in the same location (same company or town).  <b><u>As a minimum we require:</u></b>  <b>a)</b> a copy of the relevant award or enterprise agreement highlighting the salary and classification (one page only – do not send the whole award); <u>and</u>  <b>b)</b> a copy of an employment contract (showing the salary) for a similar position within the business or copies of 3 job advertisements for similar positions in Regional Victoria showing the salary.	
<b>Payment details</b> Current Certification Fee (20/01/2020): <b>\$550 (incl. GST)</b> See page 3 for payment methods	

**Please note the below:**

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

**The Regional Certifying Body is required to provide advice to DHA on the following:**

- The terms and conditions of employment applicable to the position will be no less favourable than the terms and conditions that are provided to, or would be provided to, an Australian citizen or Australian permanent resident for performing work in the person's workplace at the same location.

**Period of validity of the assessment**

Under policy, the RCB assessment must have been obtained no more than 3 months before the date the Visa nomination is lodged. If the assessment is dated more than 3 months before the date the nomination is lodged, the delegate may require a fresh RCB assessment to be obtained. In this event a new application will have to be made.

## Regional Certifying Advice

### PAYMENT METHODS

Money Order ☐ ► The Rural City of Wangaratta

Debit Card ☐ ► In person at the offices of the Rural City of Wangaratta  
62-68 Ovens Street, Wangaratta

Credit Card ☐ ► Provide details below

Payment by (*tick one box*) Australian Dollars

Master Card <input type="checkbox"/>  Visa <input type="checkbox"/>	<div>AUD \$550</div>
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Credit Card number

Expiry date

MONTH	YEAR
<input type="text"/>	<input type="text"/>

Cardholder's name

Telephone number

COUNTRY CODE	AREA CODE	NUMBER
(    )	(    )	

Address

POST CODE

Signature of  
Cardholder

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

*Credit card information will be used for charge paying purposes only*