



Nomination for occupational training

913

What is occupational training?

Occupational Training is a **supervised workplace-based** training program that is designed specifically to increase a person's skill level in their occupation or area of expertise. At least 70% of the training must be workplace-based. The proposed training should:

- clearly relate to the applicant's **current** occupation;
- be designed to enhance their current skill level;
- be consistent with their employment history;
- be so designed that the skills obtained will be readily useable in the home country; and
- not adversely affect occupational or training opportunities for Australian citizens or permanent residents.

Who completes this nomination?

- This form is to be used to nominate persons to enter Australia for occupational training.
- This form must be completed and signed by a responsible person in the organisation in Australia providing the training.
- A separate form should be completed for each person nominated.

If the primary purpose of entry to Australia is for temporary or permanent employment of the nominee rather than training, **do not** complete this form. Ask for further information and the appropriate sponsorship form at the nearest office of the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA).

What responsibilities do nominators have?

Nominators must answer all questions on pages 3 and 4 of this nomination form and provide the required documentation.

As the nominator you are also expected to:

- ensure that the activities of your nominee in Australia are not varied from those described in the nomination;
- ensure that any periods of practical experience amounting to employment of the nominee comply with Australian Industrial relations laws, Australian levels of remuneration, and conditions of employment; and
- notify DIMIA if your nominee leaves, or fails to meet the requirements of the training program.

You will have to satisfy the processing office that a bona fide course of training is intended.

How to fill in this form

Please either type or use a pen, and write neatly in English using BLOCK LETTERS.

If you need more space to answer questions or wish to provide additional relevant information, attach a signed and dated sheet with these details.

Any alterations made before you lodge the form must be initialled and dated.

What documents should be provided with the nomination?

A decision on the nomination will be made on the basis of the information provided and the legislation in place when the nomination is lodged.

To ensure quick processing, nominating organisations should provide:

- details of the comprehensive workplace-based training program, including duration and content;
- details of any classroom-based studies involved;
- where applicable, evidence from the relevant regulatory body or educational provider in the home country that the nominee is required to undertake training for either mandatory registration purposes, or practical experience as part of their course of study;
- a statement of the relationship (if any) existing between the employer in the nominee's home country and the training organisation in Australia;
- a profile of the organisation (if the organisation has never or not recently [within the last 12 months] dealt with DIMIA) including its activities, organisational structure, number of employees and the ratio of Australian citizens/permanent residents to non-residents;
- evidence that similar training is being offered to Australian citizens or permanent residents of Australia in the normal course of the organisation's business; and
- contact details for resolving queries.

Where are nominations submitted?

The nomination form should be submitted to the DIMIA office in Australia nearest to where the training is to be provided.

When should the nomination be submitted?

Processing and assessment of occupational training nominations usually takes some time; even when the nomination is approved, health and character checking of the nominee overseas may take up to several weeks.

Therefore, it is important that the nomination be submitted as soon as possible to ensure that your nominee arrives in time to commence training.

Does a charge have to be paid for processing the nomination?

There is no charge payable for processing an occupational training nomination. However, your nominee will have to pay a visa application charge when the visa (subclass 442) application is lodged.

Continued on the next page ►

How will I be notified?

You will be advised in writing of the outcome of your nomination by the Australian DIMIA assessing office.

If your nomination is approved, you should forward a copy of the approved nomination to your nominee to attach to their visa application on form 147 *Application for a temporary (non business) visa*.

You should note that approval of the nomination **does not** guarantee that a visa will be issued to your nominee; visa issue is subject to the nominee meeting a number of requirements for entry to Australia.

Your nominee should be advised not to make any travel arrangements until their visa application has been approved.

Where can you get more information?

Further information on nominations for occupational training in Australia can be obtained from any DIMIA office in Australia.

About the information you give in this form

DIMIA is authorised to collect information provided on this form under Part 2 of the *Migration Act 1958* 'Control of Arrival and Presence of Non-Citizens'. The information provided will be used for assessing your nomination, and for other purposes relating to the administration of the Migration Act.

The information provided might also be disclosed to agencies who are authorised to receive information relating to adoption, border control, business skills, citizenship, education, health assessment, health insurance, health services, law enforcement, payment of pensions and benefits, taxation, review of decisions and registration of migration agents.

The information form 993i *Safeguarding your personal information*, available from DIMIA offices, gives details of agencies to which your information might be disclosed.

This page and the previous page are not required to be submitted as part of your application. You may remove them and retain them for your information.

Consent to communicate electronically

DIMIA may use a range of means to communicate with you. However, electronic means such as fax or e-mail will only be used if you indicate your agreement to receiving communication in this way.

To process your application DIMIA may need to communicate with you about sensitive information, for example, health, police checks, financial viability and personal relationships. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with. If you agree to DIMIA communicating with you by electronic means, the details you provide will only be used by DIMIA for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to use for another purpose. They will not be added to any mailing list.

The Commonwealth Government accepts no responsibility for the security or integrity of any information sent to DIMIA over the internet or by other electronic means.

DIMIA enquiry line Telephone **131 881** for the cost of a local call (24 hours a day, 7 days a week). This number is available only in Australia. If you are outside Australia, please contact your nearest Australian Government office.

Home page www.immi.gov.au



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Details of nominee

1 Your nominee's full name

Family name

Given names

2 Sex Male Female

3 Date of birth DAY MONTH YEAR

4 Citizenship

5 Nominee's residential address

POSTCODE

6 Nominee's telephone numbers

	COUNTRY CODE	AREA CODE	NUMBER
Office hours	()	()	
After hours	()	()	

7 Will the nominee be accompanied by any family unit members?

No

Yes Please provide details of these dependants

1 Family name

Given names

Sex Male Female

Date of birth DAY MONTH YEAR

Relationship to the applicant

Citizenship

2 Family name

Given names

Sex Male Female

Date of birth DAY MONTH YEAR

Relationship to the applicant

Citizenship

(Attach further names if necessary)

8 Where will the nominee apply for a visa?

Details of nominating organisation

9 Company name (if a registered company) and/or trading name

10 Australian Business Number (ABN)

11 Australian Company Number (ACN)

12 Australian Registered Business Number (ARBN) if applicable

13 Postal address

POSTCODE

14 Business street address

POSTCODE

15 Name of training supervisor

16 Position held

17 Contact telephone numbers

Office hours telephone number (AREA CODE)

18 Do you agree to DIMIA communicating with you by facsimile, e-mail, or other electronic means

No Yes Give details

Facsimile number (AREA CODE)

E-mail address

Continued on the next page ►

Details of proposed training in Australia

If you need more space to answer, attach a signed and dated sheet giving the required details.

19 Title of the training position

20 Street address where nominee will be trained

 POSTCODE

21 Objectives of proposed training and additional or enhanced skills to be acquired by nominee (Please attach details)

22 Details and duration of any classroom-based training

23 Details of maintenance arrangements for nominee and any dependants in Australia (**Note:** dependants have **no** work rights in Australia)

24 Period of proposed training program

From DAY / MONTH / YEAR to DAY / MONTH / YEAR

25 Skills, qualifications and current occupation of the nominee

26 Name of nominee's current employer or education provider

27 Address and contact details of nominee's current employer or education provider

 POSTCODE

28 Does a relationship exist between the current employer and your organisation?

No Yes Please attach details

29 Does the training involve employment?

No Go straight to question 36

Yes

30 Type of employment involved

31 How many hours per week will the nominee work?

32 Will your business be paying the nominee's salary?

No Yes

33 Salary (gross)

(excluding any payment of allowances such as superannuation, accommodation, meals etc)

\$

34 Period of employment

From DAY / MONTH / YEAR to DAY / MONTH / YEAR

35 Will local personnel be displaced by the trainee?

No Yes Please attach details

Nominator's declaration

36 I declare that the information provided on this form is true and correct in every detail. I understand that incorrect statements may result in either delay or refusal of my nomination or in my nominee being prevented from entering or remaining in Australia.

I have attached:

- details of the comprehensive training program
- details of any classroom-based training
- evidence from the regulatory body or educational provider in the home country
- a detailed profile of the organisation
- evidence of training of Australian residents
- other documentation in support of my nomination

The organisation will immediately notify DIMIA if the nominee ceases the training program prior to the expiry of their visa.

Signature

Date

DAY / MONTH / YEAR

Name (BLOCK LETTERS)

Position held



If this form was completed by a business with fewer than 20 employees, please provide an estimate of the time taken to complete this form.

Include:

- the time actually spent reading the instructions, working on the questions and obtaining the information
- the time spent by all employees in collecting and providing this information.

Hours Minutes