

# Application Checklist for Regional Certifying Body (RCB) advice under the Regional Sponsored Migration Scheme (RSMS)

## Direct Entry stream (subclass 187)

This checklist details the information and supporting documents required to lodge an application with the RCB.

You should only use this checklist if you are applying for Regional Certifying Body advice under the **Regional Sponsored Migration Scheme – Direct entry stream (subclass 187)**.

More information about this visa is available at: <https://www.migration.sa.gov.au/node/20>

Once you have collated all of the information detailed in this checklist you will need to lodge your application through the online application system. Failure to provide the requested information will result in the RCB deeming the application invalid and returning the application to the nominator without further assessment. The nominator can resubmit the nomination with the appropriate information.

Most of the information required will be entered directly into the online application either as an explanation in a text box or as a selection from a pick list. However there are instances when you will be required to upload supporting evidence, details of which are outlined below.

You are entitled to use a migration agent to help you with your application. Find a list of registered migration agents at: <https://www.mara.gov.au/>

<b>Nominated Occupation</b>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>The Australian and New Zealand Standard Classification of Occupations. (ANZSCO) code for the nominated position.</li> <li>Location of employment (postcode).</li> <li>The Department of Immigration and Citizenship (DIAC) nomination. Transaction Reference Number- if applicable.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Business Details</b>	<input checked="" type="checkbox"/>
<b>Contact details of the nominating business including:</b> <ul style="list-style-type: none"> <li>Registered name and trading name of business.</li> <li>Australian Business Number (ABN).</li> <li>Employer contact details.</li> <li>How long the business has been operating.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>A description of the business entered into a text box that includes: (maximum 500 characters per section)</b> <ul style="list-style-type: none"> <li>The nature of the business and what it does.</li> <li>The business products or the services provided.</li> <li>The types of jobs/positions required in the business.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If the employer is a DIAC approved 457 sponsor, <u>uploaded evidence</u> of the 457 approval letter from DIAC is required.	<input type="checkbox"/>
If the applicant has been working in the nominated position for 12 months, <u>uploaded copies</u> of pay slips or Pay As You Go (PAYG) payment summaries are required.	<input type="checkbox"/>

<p><u>Uploaded copy</u> of an organisational chart that outlines the positions in the business and includes:</p> <ul style="list-style-type: none"> <li>• Job titles of the positions.</li> <li>• Whether the positions are full-time, part-time or casual.</li> </ul>	<p>[ ]</p> <p>[ ]</p>
<p><b>Genuine Need</b></p>	<p><input checked="" type="checkbox"/></p>
<ul style="list-style-type: none"> <li>• Description entered into a text box of how the nominated position contributes to the business (maximum 500 characters).</li> <li>• Selecting from a pick list why existing part-time and casual employees were not considered for the nominated position e.g. not qualified or skilled, not experienced etc.</li> <li>• Selecting from a pick list how the position is vacant e.g. newly established/created or available through staff resignation.</li> <li>• If the position has been newly established, selecting from a pick list why the position is required e.g. increase in demand, business expansion or business diversification.</li> </ul>	<p>[ ]</p> <p>[ ]</p> <p>[ ]</p> <p>[ ]</p>
<p>If the nominated position has been created due to an <b>increase in demand</b>, <u>upload</u> one or more of the following documents:</p> <ul style="list-style-type: none"> <li>• <b>Evidence of increased turnover</b> - profit &amp; loss statements or business activity statements (BAS) for two successive financial years or two equivalent quarters over two financial years e.g. Jan- Mar 2012 &amp; 2013</li> <li>• <b>Evidence of the overtime worked by existing employees in the same occupation</b> to be uploaded e.g. copies of payslips showing the overtime worked.</li> <li>• <b>Evidence of additional opening hours</b> - historical and current advertisements or other business information showing the change in opening hours to be uploaded.</li> </ul>	<p>[ ]</p> <p>[ ]</p> <p>[ ]</p>
<p>If the position has been created due to <b>business expansion</b>, <u>uploaded evidence</u> of new business contracts or additional business premises contracts are required.</p>	<p>[ ]</p>

<p>If the position has been created due to <b>business diversification</b> (introduction of new products or services), the following information will be required (maximum 500 characters per section to be entered into a textbox):</p> <ul style="list-style-type: none"> <li>• <b>Why the business is diversifying</b> e.g. a winery with cellar door operations commencing café operations.</li> <li>• <b>How the business is diversifying</b> e.g. cellar door premises will be refurbished to allow café operations and provide function facilities.</li> <li>• <b>Explanation of market research</b> e.g. consideration of customer surveys/feedback, market reports, government statistics, trade and industry publication.</li> <li>• <b>Timelines of the planned business diversification</b> e.g. when are the various steps of the diversification scheduled for completion.</li> <li>• Selecting from a pick list ,if funds have been secured and from where e.g. bank, liquidation of assets, family or other.</li> </ul>	<div> <input type="checkbox"/> </div> <div> <input type="checkbox"/> </div> <div> <input type="checkbox"/> </div> <div> <input type="checkbox"/> </div>
<b>Labour Market Test</b>	<input checked="" type="checkbox"/>
<p>The following is required for all nominated positions apart from those on the Regional Certifying Body (RCB) Occupation List, or if you are an approved 457 sponsor and the nominated position has been filled by the nominee for the past 12 months (maximum 500 characters per section to be entered into a text box):</p> <ul style="list-style-type: none"> <li>• Description of the skills and experience required for the position.</li> <li>• Explanation of why no Australian citizens or permanent residents were selected for the position e.g. applicants lacked relevant qualifications or experience, etc.</li> </ul> <p><b>If recruitment was conducted through advertising, the following information is required:</b></p> <ul style="list-style-type: none"> <li>• Month and year in which the advertisement appeared.</li> <li>• Where the advertisement appeared e.g. SEEK.com, The Advertiser Saturday edition, relevant local newspaper, etc</li> <li>• Duration of the advertisement.</li> <li>• Number of applications received, shortlisted and interviewed.</li> </ul> <p><b>If the recruitment was not through external advertising:</b> Description of the recruitment process e.g. internal advertising.</p>	<div> <input type="checkbox"/> </div> <div> <input type="checkbox"/> </div> <div> <input type="checkbox"/> </div> <div> <input type="checkbox"/> </div> <div> <input type="checkbox"/> </div>

Position information and employment conditions	<input checked="" type="checkbox"/>
<b>If the nominee is known:</b> <ul style="list-style-type: none"> <li>Personal details of the nominee including visa subclass, and number of migrating family members.</li> </ul>	[ ]
<b>Position information:</b> <ul style="list-style-type: none"> <li>Base salary and total remuneration package amount. Note: These amounts must be different.</li> <li><u>Uploaded evidence</u> of the employment contract or role statement for the nominated position.</li> <li><u>Type of industrial instrument, title of Award and classification level entered into a textbox and a copy of the relevant industrial instrument uploaded e.g. Enterprise Bargaining Agreement (EBA), award or common law employment contract – evidence must show pages relevant to salaries and/or award classifications.</u></li> </ul>	[ ] [ ] [ ]
<b>If you employ Australian workers in equivalent positions (maximum 1000 characters):</b> You need to provide <u>uploaded evidence</u> of employment contracts with salary information or payslips for Australian workers in equivalent positions to demonstrate that the employment conditions, including the salary, of the nominated position are on par with Australian workers.	[ ]
<b>If you do not employ Australian workers in equivalent positions (maximum 1000 characters):</b> Description of the research undertaken and the information used to determine that the salary for the nominated position is equivalent to the terms and conditions of Australian workers, e.g. salary guides, earnings data, advertisements of similar jobs, etc.	[ ]