



Important – Please read this information carefully before you complete this nomination. Once you have completed this nomination we strongly advise that you keep a copy for your records.

What is occupational training?

The Occupational Trainee visa allows foreign nationals to complete structured and supervised workplace-based training programs or academic research that will provide additional or enhanced skills in their present occupations, tertiary studies or fields of expertise.

Occupational training is:

- a supervised *workplace-based* training program that is designed specifically to increase a person's skill/knowledge level in their occupation or field of study or area of expertise. At least 70% of the training must be workplace-based;

OR

- a fixed period of *postgraduate supervised practical experience* required for registration in a profession or occupation in Australia or in the person's home country.

Occupational training is not:

- an apprenticeship;
- full-time work, or practical experience amounting to full-time work, without formal ongoing training (unless related to registration in Australia or the home country).

The proposed training must:

- clearly relate to the applicant's **current** occupation, **major** field of study or area of expertise;
- be designed to enhance their current skill/knowledge level or be a requirement for registration in their occupation in Australia or in their home country;
- be consistent with their employment and/or education history;
- 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 in Australia.
- This form must be completed and signed by a person from the host organisation in Australia providing the nominee with workplace-based training, who is authorised to make the declaration.
- A separate form should be completed for each person nominated.

If the primary purpose is for employment of the nominee rather than training, **do not** complete this form. The exception is for student visa holders who are required to complete a program for registration in their profession. Ask for further information and the appropriate sponsorship form at the nearest office of the Department of Immigration and Citizenship (the department).

What responsibilities do nominators have?

Nominators must complete 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;
- comply with Australian Industrial Relations laws and Australian Awards particularly in relation to levels of remuneration, and conditions of service; and
- immediately notify the department if your nominee leaves, or fails to meet the requirements of the training program.

How to fill in this form

All questions on pages 5, 6, 7 and 8 **must** be answered. Incomplete forms will delay processing.

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.

Integrity of nomination

The department is committed to maintaining the integrity of the visa and citizenship programs. Please be aware that if you provide us with fraudulent documents or claims, this may result in processing delays and possibly your nomination being refused.

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, a skills audit (including English language skills) and training needs analysis of the nominee, details of supervision by a suitably qualified staff member, learning outcomes and how these are assessed, objectives, tasks and timeframes;
- details of any classroom-based studies involved;
- where applicable, evidence from:
 - the relevant regulatory body that the nominee is required to undertake training or work experience for mandatory registration purposes; or
 - the educational provider in the home country that the nominee is required to undertake the practical experience or research program as part of their course of study; or
 - the relevant state or territory medical board advising that the nominee (if a medical practitioner) has in-principle registration for the purposes of the training; or

Continued on the next page ►

- the Australian Pharmacy Examining Committee (APEC) that the nominee (if an overseas trained pharmacist) has satisfactorily completed the prerequisite training for the supervised practice, and that the training is a requirement for registration to practise as a pharmacist in Australia;
- a profile of the organisation (if the organisation has never or not recently [within the last 12 months] dealt with the department) 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;
- if the position is unremunerated please complete form 1284 *Occupational trainee visa – Acknowledgement by nominator* and have the nominee complete form 1283 *Occupational trainee visa – Acknowledgement by nominee (if unpaid)* and submit these with your nomination; and
- contact details for resolving queries.

All relevant documents must be provided at the time this form is lodged.

Where are nominations submitted?

All nomination applications are processed in the Adelaide Occupational Trainee Processing Centre. The nomination should be submitted to the Adelaide Occupational Trainee Processing Centre:

By post:

GPO Box 2399
ADELAIDE SA 5001

By courier:

Level 4 (West)
55 Currie Street
ADELAIDE SA 5000

By fax: +61 8 8237 6959

When should the nomination be submitted?

Submit the nomination as soon as possible to ensure that your nominee arrives in time to commence training.

Nominees may need to undergo a medical examination, see form 1163i *Health requirement for temporary entry to Australia* for details.

Is there a fee for 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.

How will you be notified?

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

You should provide a copy of the approval letter to your nominee.

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 is available from the department's website www.immi.gov.au, e-mail otv.adelaide@immi.gov.au or contact any office of the department in Australia.

About the information you give

The department 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, superannuation, review of decisions and registration of migration agents.

The information form 993i *Safeguarding your personal information*, available from the department's website or offices of the department, gives details of agencies to which your information might be disclosed.

Consent to communicate electronically

The department 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 nomination the department may need to communicate with you about sensitive information, for example, financial matters and personal relationships. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with. If you agree to the department communicating with you by electronic means, the details you provide will only be used by the department 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 Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

Options for receiving written communications

You may authorise another person to receive all communications, both written and electronic, about your nomination with the department. You will be taken to have received any documents sent to that person as if they had been sent to you.

To do this you will need to complete Question 45 *Options for receiving written communications* and form 956 *Appointment of a migration agent or exempt agent or other authorised recipient*. For an explanation of what a migration agent or exempt agent or authorised recipient can do please read the sections below.

To change or end the appointment of your migration agent or exempt agent or authorised recipient you must promptly advise the department in writing. You can do this by using form 956 *Appointment of a migration agent or exempt agent or other authorised recipient*.

Authorised recipient information

An authorised recipient is someone you appoint to receive written communications about your nomination with the department.

All written communication about your nomination will be sent to your authorised recipient.

The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit you;
- tell you the documents you need to submit with your nomination;
- help you fill in the nomination and submit it; and
- communicate with the department on your behalf.

If you appoint a migration agent, the department will assume that your migration agent will be your authorised recipient, unless you indicate otherwise.

Your migration agent will be the person with whom the department will discuss your nomination and from whom it will seek further information when required.

You are not required to use a migration agent. However, if you use a migration agent, the department encourages you to use a registered migration agent. Registered agents are bound by the Migration Agents Code of Conduct, which requires them to act professionally in their clients' lawful best interests.

Immigration assistance

A person gives immigration assistance to you if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist with a visa application, request for ministerial intervention, cancellation review application, sponsorship or nomination.

In Australia a person may only lawfully give immigration assistance if he or she is a registered migration agent or is exempt from being registered. Only registered migration agents may receive a fee or reward for providing immigration assistance.

If an unregistered person in Australia, who is not exempt from registration, gives you immigration assistance they are committing a criminal offence and may be prosecuted.

Migration agents in Australia

Migration agents in Australia must be registered with the Migration Agents Registration Authority (MARA) unless they are exempt from registration.

Migration agents outside Australia

Migration agents who operate outside Australia do not have to be registered. The department may give some overseas agents an ID number. This number does not mean that they are registered.

Note: Some Australian registered migration agents operate overseas.

Exempt agents

The following people do not have to be a registered migration agent in order to provide immigration assistance, but they must not charge a fee for their service:

- a close family member (spouse, de facto partner, child, parent, brother or sister);
- a sponsor or nominator for a visa application;
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance (eg. a Legal Aid provider);
- a member of a diplomatic mission, consular post or international organisation.

Further information on migration agents

Information on migration agents, including a list of registered migration agents, is available on the Migration Agents Registration Authority (MARA) website www.themara.com.au

You can also access information about migration agents on the department's website www.immi.gov.au

Home page

www.immi.gov.au

General enquiry line

Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

Please keep these information pages for your reference

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

Tick where applicable

Details of nominating organisation

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

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2 Australian Business Number (ABN)

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3 Australian Company Number (ACN)

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4 Australian Registered Business Number (ARBN) if applicable

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5 Postal address

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| |
| POSTCODE |

6 Business street address

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| |
| POSTCODE |

7 Name of training supervisor

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8 Position held

| |
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| |
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9 Contact telephone number during office hours

| |
|---------------|
| (AREA CODE) |
|---------------|

10 Does your organisation receive any Australian Government funding towards this training?

No

Yes Please specify

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Note: Trainees undertaking apprenticeships, however described, in Australia, are not eligible to use the Occupational Trainee visa.

11 Does a relationship exist between your organisation and the nominee's current employer or education provider?

No

Yes Please attach details

12 Objectives of proposed training and additional or enhanced skills to be acquired by nominee

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If insufficient space, attach additional details

13 Do you agree to the department communicating with you by fax, e-mail, or other electronic means

No

Yes Give details

Fax number

| |
|---------------|
| (AREA CODE) |
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E-mail address

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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.

14 Title of the training position

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15 Details and duration of all training activities

Duration of full training program

From

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

 to

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
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General and on-the-job training (other than initial orientation)

From

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

 to

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|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

Where will this take place?

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If more than one on-the-job training period or place, attach additional details

Classroom-based training

From

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|-----|-------|------|
| DAY | MONTH | YEAR |
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 to

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|-----|-------|------|
| DAY | MONTH | YEAR |
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Where will this take place?

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If more than one classroom-based training period or place, attach additional details

Supervised work activities

Type of employment (work activities) involved

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ASCO code (if known)

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From

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| DAY | MONTH | YEAR |
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 to

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| DAY | MONTH | YEAR |
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If more than one training period or place, attach additional details

How many hours per week will the nominee undertake supervised work activities?

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Where will the work activities take place?

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If more than one place, attach additional details

Details of remuneration for this training position

Note: It is the responsibility of the nominator to ensure that any periods of practical experience amounting to employment comply with the Australian Industrial Relations laws.

If this position is unremunerated please complete form 1284 *Occupational trainee visa – Acknowledgement by nominator* and have the nominee complete form 1283 *Occupational trainee visa – Acknowledgement by nominee (if unpaid)* and submit these with your nomination.

16 Which organisation will be paying the nominee's salary?

- Your business/organisation
 Another business/organisation – please specify

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- Nominee will not be paid

17 Gross salary excluding any payment of allowances such as superannuation, accommodation, meals etc

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|-----|
| AUD |
|-----|

18 Will the nominee receive any scholarship or similar payments?

No

Yes Amount

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| AUD |
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Who is responsible for paying this?

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19 Details of any fees paid by the nominee

Amount

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|-----|
| AUD |
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What do these fees cover?

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20 Will local personnel be displaced by the trainee?

No

Yes Please attach details

Details of nominee

21 Your nominee's full name

Family name

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Given names

| |
|--|
| |
| |

22 Sex Male Female

23 Date of birth

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

24 Citizenship

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25 Nominee's residential address

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| |
| |
| POSTCODE |

26 Nominee's telephone numbers

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

27 Skills and qualifications of the nominee

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28 Name of the nominee's current employer or education provider

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29 Address of the nominee's current employer or education provider

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| POSTCODE |

30 Current occupation of the nominee

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31 Name of contact person

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32 Position held

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33 Contact person's telephone number

| | COUNTRY CODE | AREA CODE | NUMBER |
|--------------|--------------|------------|--------|
| Office hours | () | () | |

Details of nominee's English language ability

34 Have you made an assessment of your nominee's English language abilities?

No

Yes

35 Are you satisfied that your nominee's English language skills are sufficient to:

(a) undertake all of the occupational training program? No Yes

(b) understand and comply with all Occupational Health and Safety requirements? No Yes

36 How did you assess your nominee's English language ability?

Nominee from an English speaking country or has completed at least 5 consecutive years at a school in which classes were primarily given in English

Recent IELTS, TOEFL, OETS or equivalent results
Please indicate test and score

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Other – please specify

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37 Is your nominee undertaking an ELICOS course or other English language courses as a part of the Occupational Training program?

No

Yes ▶ Please specify education provider and dates of course

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|-----|-------|------|----|-----|-------|------|
| DAY | MONTH | YEAR | | DAY | MONTH | YEAR |
| / | / | | to | / | / | |

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

No

Yes ▶ Please provide details of these dependants

1. Family name

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Given names

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Sex Male Female

DAY MONTH YEAR

Date of birth

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Relationship to the applicant

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Citizenship

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2. Family name

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Given names

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Sex Male Female

DAY MONTH YEAR

Date of birth

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Relationship to the applicant

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Citizenship

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(Attach further names if necessary)

39 Details of maintenance arrangements for the nominee and/or any dependants in Australia

Note: Dependants can only work 20 hours a week in Australia

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40 Where will the nominee apply for a visa?

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Assistance with this form

41 Did you receive assistance in completing this form?

No ▶ Go to Question 45

Yes ▶ Please give details of the person who assisted you

Title: Mr Mrs Miss Ms Other

Family name

Given names

Address

| |
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| |
| |
| POSTCODE |

Telephone number or daytime contact

| | COUNTRY CODE | AREA CODE | NUMBER |
|--------------|--------------|-----------|--------|
| Office hours | () | () | |

Mobile/cell

42 Is the person an agent registered with the Migration Agents Registration Authority (MARA)?

No

Yes ▶ Go to Question 45

43 Is the person/agent in Australia?

No ▶ Go to Question 45

Yes

44 Did you pay the person/agent and/or give a gift for this assistance?

No

Yes

Options for receiving written communications

45 All written communications about this application should be sent to:
(Tick one box only)

Myself ▶ All written communications will be sent to the address for communications that you have provided in this form.

OR

Authorised recipient ▶ You must complete form 956 *Appointment of a migration agent or exempt agent or other authorised recipient* and attach it to this application form. Form 956 is available from the department's website

OR

Migration agent ▶ www.immi.gov.au

OR

Agent exempt from registration

Nominator's declaration

WARNING: Giving false or misleading information is a serious offence.

46 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; AND
- I have attached:
 - details of the comprehensive training program
 - details of any classroom-based training
 - AWA/training contract
 - evidence from the regulatory body in Australia or the home country that this practical experience is necessary for registration to practice in the occupation or profession
 - evidence from the educational provider in the home country that the practical experience or research program is a requirement for that course
 - a detailed profile of the organisation
 - evidence of training of Australian residents
 - for medical practitioners, a letter from the relevant state or territory medical board advising that the nominee has in-principle registration for the purposes of the training
 - for overseas trained pharmacists, a letter from the Australian Pharmacy Examining Committee (APEC) stating that the nominee has satisfactorily completed the English test and stage one examination that are prerequisites for completing the supervised practice, and that the training is a requirement for registration to practise as a pharmacist in Australia
 - for pharmacists graduating from an Australian or New Zealand university, a letter from the state registration authority stating that the training is a requirement for registration to practise as a pharmacist in Australia
 - other documentation in support of my nomination; AND
- the organisation will immediately notify the department:
 - if the nominee ceases the training program prior to completing the approved period of the training; or
 - if there is any material change to the nominating organisation's circumstances which may impact on the nominee's training program; AND
- the trainee will receive remuneration and be employed in accordance with the relevant conditions of service as required under Australia's Industrial Relations laws and relevant Commonwealth, state or territory awards.

Signature of nominator

Date

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | / |

Full name (block letters)

Position held

We strongly advise that you keep a copy of this nomination and all attachments for your records.