



Australian Government
Department of Immigration and Citizenship

Occupational Trainee Visa
(Subclass 442)

Nomination Document Checklist

This checklist is designed to assist you in submitting a complete nomination application which will help to minimise processing times. Please ensure the documents you submit cover your particular circumstances.

It is the responsibility of the sponsor to provide a complete application. The department is not required to request additional information and may make a decision based only on the information provided with the application.

Please attach this checklist to the front of your application.

Forms, fees and charges	✓
Form 1378 <i>Nomination for a temporary residence position</i> All relevant sections of the nomination form must be completed and required documents at 'Part M – Document checklist' need to be included.	
Nomination fee. Full payment of the nomination fee. See: Sponsored Training Visa Charges	
Sponsorship approval status	✓
Evidence that the sponsorship application has been lodged and/or approved. Example: Sponsorship application ID number, sponsor approval letter or receipt for lodgement of the sponsorship application.	
Stream 1 – Occupational training required for registration	✓
Evidence that the training meets this nomination stream, including: <ul style="list-style-type: none">• a letter from the regulatory body in Australia or the home country advising that the nominated training is necessary for the nominated person to obtain mandatory registration to work in the occupation. The letter must be from the relevant regulatory body of the identified occupation and must name the person being nominated to undertake the training• a letter from the relevant registration authority or regulatory body advising that the nominated person has conditional registration for the training (health practitioners only). This evidence is required for all health practitioners who are treating patients as part of their occupational training.	

Stream 2 – Structured training to enhance skills in an eligible occupation	✓
<p>A copy of the structured workplace-based training program which includes:</p> <ul style="list-style-type: none"> • an outline of the objectives of the training program and the type of work activities involved • details of the curriculum and the specific training tasks to be undertaken throughout the program • the location of the training activities, including details of the various components which may be at different locations • details of the training duration and timeframes for the various training tasks to be conducted • a skills audit (including English language skills) that assesses the person's existing skills and identifies their training needs • details of all supervisors, trainers, and/or assessors including their qualifications, and/or experience • the learning outcomes and how these will be monitored and assessed. 	
Stream 3 – Occupational training for capacity building overseas	✓
<p>Evidence that the training meet this nomination stream, including one of the following:</p> <ul style="list-style-type: none"> • a letter of support from a government agency in Australia or a government agency in the home country of the nominated person advising that the training promotes international capacity building and a copy of the structured training program • a letter from the educational provider in the home country advising that the practical experience, research or observation is a requirement of the nominated person's course Note: Training for this purpose must not exceed six months in duration • details of the research to be conducted in Australia and how it relates to the studies or qualifications of the nominated person. Note: Training that relates to research must involve a nominated person who is a student or recent graduate of an overseas educational institution (that is, they have graduated within the previous 12 months) and must enhance the skills of the person. 	
Details of the nominated person	✓
<p>Provide details about the nominated primary applicant, including:</p> <ul style="list-style-type: none"> • name • date of birth • passport number • current address • contact details • their experience and qualifications. 	
<p>A copy of the nominated primary applicant's relevant qualifications and curriculum vitae.</p>	

Provide details about all secondary applicants, including: <ul style="list-style-type: none"> • names • dates of birth • relationship to the primary applicant • passport numbers • current addresses • contact details. 	
Other documents	✓
A copy of the training contract or agreement.	
Details of any multiple periods or places of training, including on-the-job training, classroom-based training and supervised work activities.	
Evidence that similar occupational opportunities, including training, are being offered to Australian citizens or permanent residents of Australia.	
If the training is unremunerated, signed acknowledgement forms from the sponsor and the visa applicant. See: Form 1283 <i>Acknowledgement of unpaid placement – visa applicant</i> Form 1284 <i>Acknowledgement of unpaid placement - sponsorr</i>	
Full contact details of the person handling the nomination must be provided.	