

Step 1

Go to the Department of Home Affairs (DHA) website to find out about the Regional Sponsored Migration Scheme (RSMS).

- RSMS Overview – For sponsors <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/regional-sponsor-migration-scheme-187/direct-entry-stream#HowTo>
For applicants <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/regional-sponsor-migration-scheme-187/direct-entry-stream>

Step 2

Check that the position is available for sponsorship

You should ensure that the position:

- Is available for at least 35 hours per week
- Is a permanent role which will be available for at least 2 years
- Requires a trade certificate, diploma or degree
- Meets the Annual Market salary rate - <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/regional-sponsor-migration-scheme-187/salary-requirements#content-index-2>
- Cannot be filled using the local labour market - <https://immi.homeaffairs.gov.au/visas/employing-and-sponsoring-someone/sponsoring-workers/nominating-a-position/labour-market-testing>

Step 3

Check that the nominated employee is available for sponsorship

You should ensure that the person:

- Meets the age and language requirements
- Has skills and qualifications to the level required for the position along with evidence of 3 years' work experience
- Is of good health and character, including their dependents

Step 4

Gain a RCB (Regional Certifying Body) Assessment which may be obtained before or after lodgment of the On-Line Application for Employer Nomination. RDA Riverina is the RCB for the Riverina Region.

The Skilled Migration Officer will review the application to ensure it meets the requirements as set by DHA. These include:

- The position is listed on the Medium Long Term Strategic Skills List (MLTSSL and the Regional Occupation List (ROL) – <https://www.legislation.gov.au/Details/F2018L00295>
- The position is a full-time vacancy in the region
- The position cannot be filled from the local labour market
- The position is available for at least 2 years
- The business is actively and lawfully operating in the region
- The terms and condition of employment of the position (Annual Market Salary Rate) - <http://www.homeaffairs.gov.au/trav/visa-1/187-?modal=/WorkinginAustralia/Pages/Salary-employment-condition-requirements.aspx>
- Must be no less than the Temporary Skilled Migration Income Threshold (TSMIT) – see link above

To satisfy these requirements, please refer to our guidelines on the RCB Assessment Document Checklist - at

<https://static1.squarespace.com/static/59ae4a2a6f4ca38d47990cd8/t/5bee4f4b8a922d86ee81ff2a/1542344525378/RDA+Riverina+RSMS+Assessment+Document+Checklist+November+2018.pdf>

Other documentation materials may be requested on a case by case basis e.g. audited financials/bank statements.

Step 5

Complete DHA On-Line Application for Employer Sponsored (ENS/RSMS) Visa. This on-line Application can be saved as a Draft Copy and forwarded to RDA Riverina if you wish to gain RCB Assessment prior to submitting to DHA. This web link can be found

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/regional-sponsor-migration-scheme-187/direct-entry-stream#HowTo> and should be completed by the employer.

The type of information requested will include:

- Contact details
- Nature of business
- Detail of the position including terms and conditions of employment
- Employment and training details
- Details of the person you wish to sponsor

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Step 6

Await feedback from the RDA Riverina on the assessment of the Nomination

Allow a minimum of one month for feedback. The Skilled Migration Officer may contact you with questions about the application prior to the assessment. The signed Form 1404 along with a covering letter from RDA Riverina will be returned to you.

Step 7

Submit DHA Draft On-Line Employer Nomination Application (if Application not previously submitted – refer to Step 4 & 5) along with the signed Form 1404 and any further supporting documents to DHA for processing. Documents to be included please refer to DHA's Step by step guidelines - <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/regional-sponsor-migration-scheme-187/direct-entry-stream#HowTo>

In their review, DHA will be looking to establish the following:

- The employer is actively and lawfully operating in regional Australia
- The employer has a satisfactory record of compliance with immigration and workplace relations law
- The position is in accordance with the standards for wages and working conditions provided for in relevant Australian workplace legislation and awards
- The position will provide the nominee with full-time employment for at least two years.
- Meets the Market Salary Rate for wages being paid to the nominee
- DIAC do not charge a fee for processing a nomination application.

Step 8

Nominated employee completes his On-Line Application for Permanent Employer Sponsored or Nominated Visa.

The Step by Step guidelines can be found at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/regional-sponsor-migration-scheme-187/direct-entry-stream#HowTo> This should be completed by the nominated employee. Along with their own details, they should list the dependent family members who are to be included in the application. Overview and information on the visa application process can be found on the DHA website at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/regional-sponsor-migration-scheme-187/direct-entry-stream#Overview>

Step 9

Await feedback from DHA on the success of the Employer Nomination and Visa Applications.

DHA will assign a case officer to assess the applications and advice will be sent to the requestor on the success of the application. The case officer may contact you with questions about the application prior to approval.

Once the applications have been approved, it is up to you & the nominated employee to determine the start date for the employment contract.

Note: The RDA Riverina is not a registered Migration Agent. We are unable to give you general immigration advice and can only assist you during the employer nomination phase. If employers/nominees engage a Migration Agent please ensure they are registered with MARA (Migration Agents Registration Authority) - <https://www.mara.gov.au/>. The Form 956 must be provided with the Application

Skilled Migration Officer

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