



**Processing of Skilled Sponsored Applications for visa
subclasses 176 and 886**

Procedure No: SBM21	Author : Project Officer Skilled & Business Migration
Release Date: March 2010	Section: Skilled & Business Migration
Approving Officer's Title	Manager, Skilled & Business Migration

1. Purpose

To document the procedures involved in processing applications for permanent residency from skilled migrants for Queensland Government nomination under visa subclasses 176 and 886.

2. Delegations

The Manager, Skilled and Business Migration has the delegated authority to approve State nomination for permanent residency under visa subclasses 176 and 886.

3. References/Related Documents

The following documents have been used to determine this policy and procedure:

- Department of Immigration and Citizenship (DIAC) General Skilled Migration Booklet Number 6
- Queensland Government Position Statement on Skilled Migration

4. Policy Statement

The Queensland Government recognises and values the positive economic and social contribution that migrants have made and will continue to make to the Smart State. A clear objective of the 'Smart State' is to increase the human capital of Queensland and this aligns directly with the objectives of the Migration Program which attracts skilled individuals from other countries.

The Migration Program links directly to initiatives under the Government's Smart State agenda.

The Queensland Government encourages migrants to settle in Queensland and coordinates and develops support mechanisms that ensure migrants and their families are welcomed, and that their positive impact on Queensland is maximised.

Skilled and Business Migration within the Department of Employment, Economic Development and Innovation undertakes the Queensland State

Government nomination activities for skilled migrants, which include visa subclasses 176, 886, 475 and 487.

To enable Skilled and Business Migration to achieve its targets, it employs work practices that encourage and support efficiency, quality, and client service. In fulfilling this approach Skilled and Business Migration will provide a consistent approach to all applications and will provide an avenue for applicants to query adverse decisions.

Exceptional circumstance considerations do not apply to the Skilled Sponsored visa categories as they must have a skill on the Queensland Government Eligible Skills (ESL).

5. Procedures for processing sponsorship applications for permanent residency under visa subclasses 176 and 886

Initial Contact

- 5.1.1 Skilled migrants are encouraged to make initial contact with Skilled and Business Migration to discuss requirements.
- 5.1.1 Clients are referred to the Work Live Play website for information about Queensland Government nomination criteria.
- 5.1.2 Initial contacts can be made by email, telephone, fax, letter and pre-arranged meetings with Skilled and Business Migration consultants.

5.2 Initial Registration (application received)

- 5.2.1 When an application for nomination for permanent residency is received it is date stamped and initialled.
- 5.2.2 The application is then given to one of the processing officers for registration on the Queensland Migration Database
- 5.2.3 A check occurs making sure that all documentation that is required to accompany the application has been included. Any documents that are missing is noted for the assessment stage
- 5.2.4 Once a file number has been generated, applicant is sent an acknowledgement (by email) receipt of application.

5.3 Assessment

- 5.3.1 All skilled migration applications for permanent residency under visa subclasses 176 and 886 require assessment against the State nomination criteria.
- 5.3.2 Applicants must have an occupation that is listed on the Queensland Skilled Sponsored Eligible Skills List.
- 5.3.3 Any documents that have been noted as missing are requested before a recommendation is made by the assessing officer
- 5.3.4 **Request for Further Information** – If there is insufficient information to make an assessment a request for further information is made.
 - An email is sent to the applicant and/or agent requesting either the missing documents or further information.
 - Clients have 60 days to respond for requests of further information. Extensions can be granted if they contact us before the 60 days are up.

- 5.3.5 It is noted on the Skilled Migration Checklist (attached to clients application) the date that further information was requested.
- 5.3.6 Once the further information is received it is also noted on the Skilled Migration Checklist document, the date that the information was received.
- 5.3.7 Assessment Officer makes a re-assessment.
- 5.3.8 If no information is received within 60 days from the agent/applicant, the Assessment Officer will close the file and show on the database that the file was "Incomplete: as information was not received in the required timeframe

5.4 Recommendations

- 5.4.1 The Assessment Officer recommends one of the following three outcomes:
- 5.4.2 **Support Nomination** – When recommending nomination the following documents are prepared:
- An assessment report to the Manger, Skilled and Business Migration (making sure that someone in the Branch has quality checked the application)
 - A letter to the agent (if any) and the applicant advising of decision. When the application is lodged with DIAC the agent/applicant will be given a file reference number which must then be supplied to Skilled and Business Migration
 - DIAC Form 1100
 - The Qld Migration Database is updated
- 5.4.3 **Do Not Support Nomination** – If not recommending nomination the following documents are prepared:
- An assessment report to the Manager, Skilled and Business Migration
 - A letter to the agent (if any) and the applicant advising of decision and reason for refusal of nomination
 - The Qld Migration Database is updated.
- 5.4.4 The applicant can appeal against the nomination refusal due to a procedural breach, perceived unfair treatment, and/or challenge to the reasons given for refusal (refer to Procedure BMU 4).

5.5 Notification of Decision

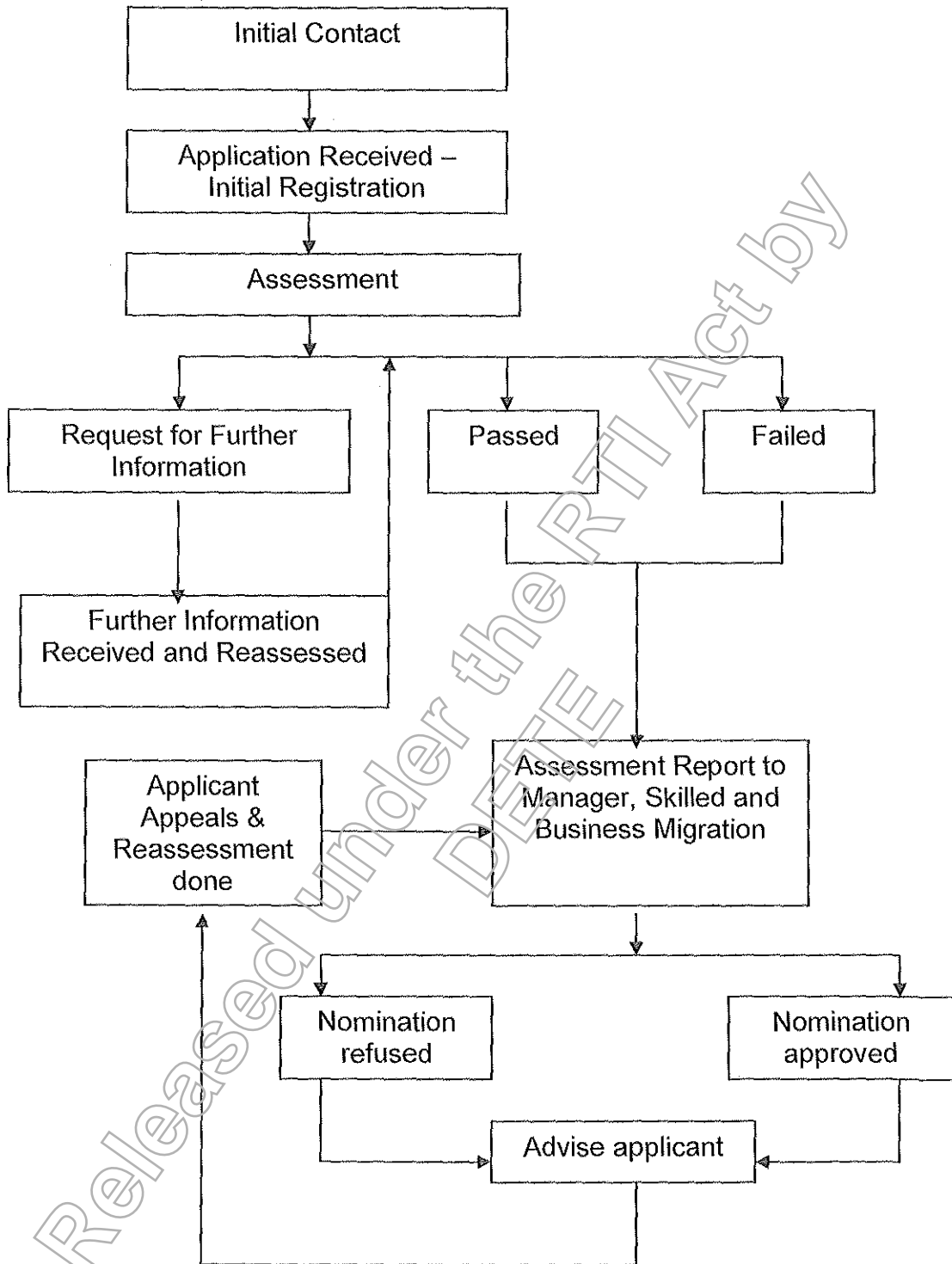
- 5.5.1 After approval of recommendation the decision letter is sent to the agent (if any) and the applicant.
- 5.5.2 The Agent or the Applicant must provide Skilled and Business Migration with the DIAC transaction number (starting with either EGN or BCC). This is usually done by email so that Skilled and Business Migration retain a copy of the number (also can be received by fax or letter)
- 5.5.3 Upon receipt MSRQ retrieves the application and writes the file number in the space provided within the Office Use Only section on Form 1100.
- 5.5.4 Form 1100 is then emailed to the Adelaide Skills Processing Centre.
- 5.5.5 An email is sent to the agent or client advising that Form 1100 has been sent to DIAC. A copy is printed and retained on file
- 5.5.6 has been sent to DIAC and that the agent/client has been informed

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- 5.5.7 DIAC advises Skilled and Business Migration that Form 1100 has been accepted. Once this is received it is printed and attached to the clients file.
- 5.5.8 The date that DIAC was sent Form 1100 and the DIAC transaction number are added to the clients record on the Qld Migration Database

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Flow chart - Processing Skilled Sponsored Applications for Visa Sub-Classes 176 and 886





Processing of Skilled Sponsored Applications for visa subclasses 176 and 886

Procedure No: MSRQ19	Author : Principal Project Officer Migration and Skills Recruitment Queensland
Release Date: October 2007	Section: Migration and Skills Recruitment Queensland
Approving Officer's Title	Director, Migration and Skills Recruitment Queensland

1. Purpose

To document the procedures involved in processing applications for permanent residency from skilled migrants for Queensland Government nomination under visa subclasses 176 and 886.

2. Delegations

The Director, Migration and Skills Recruitment Queensland (MSRQ) and the Manager, Skilled and Business Migration have the delegated authority to approve State nomination for permanent residency under visa subclasses 176 and 886.

3. References/Related Documents

The following documents have been used to determine this policy and procedure:

- Department of Immigration and Citizenship (DIAC) General Skilled Migration Booklet Number 6
- Queensland Government Position Statement on Skilled Migration

4. Policy Statement

The Queensland Government recognises and values the positive economic and social contribution that migrants have made and will continue to make to the Smart State. A clear objective of the 'Smart State' is to increase the human capital of Queensland and this aligns directly with the objectives of the Migration Program which attracts skilled individuals from other countries.

The Migration Program links directly to initiatives under the Government's Smart State agenda.

The Queensland Government encourages migrants to settle in Queensland and coordinates and develops support mechanisms that ensure migrants and their families are welcomed, and that their positive impact on Queensland is maximised.

MSRQ within the Department of Regional Development and Industry undertakes the Queensland State Government nomination activities for skilled migrants, which include visa subclasses 176, 886, 475 and 487.

To enable MSRQ to achieve its targets, it employs work practices that encourage and support efficiency, quality, and client service. In fulfilling this approach MSRQ will provide a consistent approach to all applications and will provide an avenue for applicants to query adverse decisions.

Exceptional circumstance considerations do not apply to the Skilled Sponsored visa categories as they must have a skill on the skills list approved by the Department of Employment and Workplace Relations (DEWR). Though MSRQ will not have the ability to approve a nomination for a skill not on the list it will lobby DEWR to have the list amended if a reasonable case can be shown by the applicant for its inclusion.

5. Procedures for processing sponsorship applications for permanent residency under visa subclasses 176 and 886

5.1 Initial Contact

- 5.1.1 Skilled migrants are encouraged to make initial contact with the MSRQ to discuss requirements.
- 5.1.2 Clients are referred to the MSRQ website for information about Queensland Government nomination criteria.
- 5.1.3 Initial contacts can be made by email, telephone, fax, letter and pre-arranged meetings with MSRQ consultants.

5.2 Initial Registration (application received)

- 5.2.1. When an application for nomination for permanent residency is received, a thorough check of the documents is made to ensure that all important documents are enclosed. This includes:
 - The Application and Declaration Form for nomination available from the website.
 - Evidence of a skills assessment from the relevant Australian Assessing Authority
- 5.2.2 If the application is complete, a file number is generated and an entry is made in the MSRQ Excel Spreadsheet.
- 5.2.3 The application is registered on the Phoenix system under a contact.
- 5.2.4 The applicant is sent an acknowledgement of receipt of application.
- 5.2.5 If any of the required documentation has not been received then a request for the documents is made when acknowledging receipt of application. The application is put on hold until documents received and will then progress to Assessment.

5.3 Assessment

- 5.3.1 All skilled migration applications for permanent residency under visa subclasses 176 and 886 require assessment against the State nomination criteria.
- 5.3.2 Applicants must have an occupation that is listed on the Queensland Skilled Sponsored Eligible Skills List.

- 5.3.3 An assessment report for each visa class is completed.
- 5.3.4 **Request for Further Information** – If there is insufficient information to make an assessment a request for further information is made and the following documents are prepared:
- A letter to the agent/applicant requesting to provide further information within 30 days.
 - The MSRQ spread sheet is updated accordingly to record the action.
- 5.3.5 After receiving the requested further information from the applicant, the Assessment Officer makes a re-assessment.
- 5.3.6 If no information is received within 30 days from the agent/applicant, the Assessment Officer contacts the agent/applicant by phone or email and allows a further 10 days to submit the required information. If there is no response within 10 days, the application is archived as 'Incomplete'. The MSRQ spread sheet and Phoenix system are updated.

5.4 Recommendations

5.4.1 The Assessment Officer recommends one of the following three outcomes:

5.4.2 **Support Nomination** – When recommending nomination the following documents are prepared:

- An assessment report to the Director, Migration and Skills Recruitment Queensland (through the Manager, Skilled and Business Migration).
- A letter to the agent (if any) and the applicant advising of decision and asking that they include the letter when lodging the application with DIAC. When the application is lodged with DIAC the agent/applicant will be given a file reference number which must then be supplied to MSRQ.
- DIAC Form 1100
- The MSRQ spread sheet and the Phoenix system are updated to record the approval of nomination.

5.4.3 **Do Not Support Nomination** – If not recommending nomination the following documents are prepared:

- An assessment report to the Director, Migration and Skills Recruitment Queensland (through the Manager, Skilled and Business Migration).
- A letter to the agent (if any) and the applicant advising of decision and reason for refusal of nomination
- The MSRQ spread sheet and the Phoenix system are updated to record the nomination refusal.

5.4.4 The applicant can appeal against the nomination refusal due to a procedural breach, perceived unfair treatment, and/or challenge to the reasons given for refusal (refer to Procedure BMU 4).

5.5 Notification of Decision

5.5.1 After approval of recommendation the decision letter is sent to the agent (if any) and the applicant.

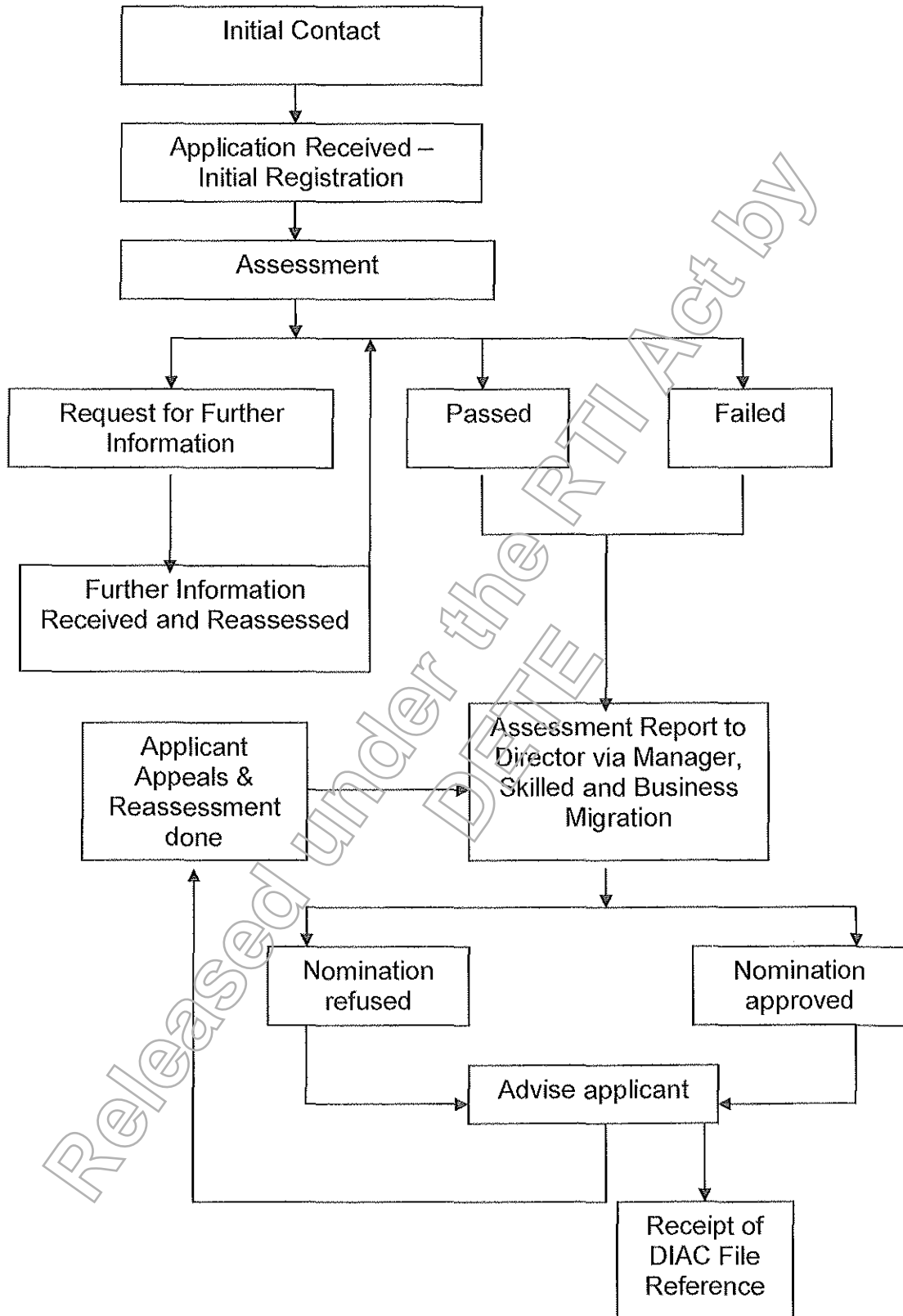
5.5.2 The DIAC Form 1100 is not sent with the letter but retained by MSRQ.

5.6 Receipt of DIAC File Reference

- 5.6.1 The agent/applicant can supply the DIAC file reference number either by phone, letter, email or facsimile.
- 5.6.2 Upon receipt MSRQ retrieves the application and writes the file number in the space provided within the Office Use Only section on Form 1100.
- 5.6.3 The form is then sent to the Adelaide Skills Processing Centre either by email (scanned and attached) or facsimile.
- 5.6.4 The agent (if any) and applicant are advised by email that the form has been lodged with DIAC

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Flow chart - Processing Skilled Sponsored Applications for Visa Sub-Classes 176 and 886



Please quote: D
Contact officer:
Contact telephone:
Contact email:

Application for Queensland State Nomination

Dear

I have great pleasure in advising that your client has been successful in gaining Queensland Government nomination for Skilled Sponsored visa subclass 886. I would like to recognise your assistance in achieving this positive outcome on behalf of your client.

Your client's nomination has been supported on the basis that the conditions detailed in their signed nomination declaration are met.

You should now lodge your client's Skilled Sponsored application with the Department of Immigration and Citizenship (DIAC). Queensland Government nomination is valid for lodgement with DIAC for twelve (12) months from the date of approval by the Queensland Government. You can lodge your client's application online at www.immi.gov.au/e_visa/general-skilled-migration.htm or post to the following address:

Adelaide Skills Processing Centre
GPO Box 1638
Adelaide SA 5001

Please note, if lodging an e-visa application please select the following departmental name: "Department of State Development, Trade & Innovation".

Following lodgement the Adelaide Skills Processing Centre will allocate a file number to your client. **You must advise Migration and Skills Recruitment Queensland of your client's file number to enable the Queensland Government to lodge nomination paperwork with the Adelaide Skills Processing Centre.**

It is also recommended that your client views the Australian Skills Recognition Information (ASRI) website at www.immi.gov.au/asri to find out if their occupation requires registration, licensing or professional membership to enable them to work in their occupation in Queensland.

Please note that your client is required to make contact with this office within 28 days of their arrival. They can do so by contacting the Business Services Coordinator on +61 7 3405 6512 or email migration@qld.gov.au.

This nomination will continue to be supported on the basis that your client works, lives and makes a home in Queensland and contributes their skills and experience to the social, cultural and economic development of this State. To find out more about Queensland, please visit www.workliveplay.qld.gov.au.

Notification of this outcome has also been sent directly to your client reflecting Queensland Government practice.

Yours sincerely

Jacob Reinders
Manager, Migration Services Delivery
Migration and Skills Recruitment Queensland

Please quote:
Contact officer:
Contact telephone: +61 7
Contact email: @deedi.qld.gov.au

Dear Mr

Application for Queensland State Nomination for Skilled Sponsored (Migrant) visa (Subclass 176):

I have great pleasure in advising that your client has been successful in gaining Queensland Government nomination for Skilled Sponsored (Migrant) visa (Subclass 176).

Next steps

You should now lodge your client's Skilled Sponsored application with the Department of Immigration and Citizenship (DIAC). You must lodge a visa application with DIAC within **three months** or your client's nomination will automatically end.

You can lodge your client's application online at www.immi.gov.au or by post to:

Adelaide Skills Processing Centre
GPO Box 1638
Adelaide SA 5001

Please note, if lodging an eVisa application, select the department name: "Department of State Development, Trade & Innovation".

Following lodgement with DIAC you will be allocated a transaction reference number (TRN) for your client. You must advise Skilled and Business Migration of your client's TRN within the three month period stated above for the Queensland Government to lodge your client's nomination paperwork.

Your client should check the Australian Skills Recognition Information (ASRI) website www.immi.gov.au/asri to find out if their occupation requires registration, licensing or professional membership to enable them to work in Queensland.

Conditions of nomination

Your client must make contact with this office within 28 days of their arrival by phone on +61 7 3405 6512 or by email to migration@qld.gov.au. If your client fails to contact Skilled and Business Migration within 28 days of their arrival, their Queensland Government nomination will be revoked.

Skilled and Business Migration Unit
PO Box 15168
Brisbane City East Qld 4002

Telephone 07 3405 6512
Facsimile 07 3404 3692
Website www.workliveplay.qld.gov.au
ABN 24 830 236 406

This nomination will continue to be supported on the basis that your client works and lives in Queensland, and contributes their skills and experience to the social, cultural and economic benefit of this State.

For more information about Queensland, visit www.workliveplay.qld.gov.au.

A copy of this letter has been forwarded to your client for their records.

Yours sincerely

Glenda Hutch
Manager
Skilled and Business Migration Unit

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