

Decision-ready work visa applications:

A guide for aged care employers

There are a number of common mistakes employers make that slow down processing work visas.

Almost 50% of Essential Skills visa applications have errors or are missing required information such as medical information, police certificates, employment agreements or the correct legal name of the business. In the aged care sector, employers often struggle with selecting the right ANZSCO code.

It's important to get all information correct in applications otherwise this slows down the process.

Immigration New Zealand (INZ) is committed to processing visas as fast as practicable but application processing times always depend on the complexity of an application. It is critical that the right level of scrutiny is applied to ensure the right decisions are made for New Zealand.

Please note that for employers who are recruiting multiple workers, the **Approval In Principle (AIP)** process could be the most suitable form of application. Being approved in principle means you can hire as many migrant workers as you need with one labour market test, rather than multiple labour market tests.

Are your employee's work visa applications missing any of this critical information?

✓ Employment agreements with all the right details

Your migrant worker will need a signed offer of employment and a copy of the proposed employment agreement to apply for some of the most common visas. Here's what employers most often miss:

- › Correct legal name of the business
- › Name and address of the worker
- › Hours of work
- › The rate of pay (hourly or annual salary)
- › Whether the role is fixed term or permanent. If fixed term, you need to provide a genuine business reason why.

MBIE provides a free employment Agreement builder: eab.business.govt.nz/employmentagreementbuilder

✓ Role guarantees a minimum of 30 hours a week

To qualify for a work visa such as the Essential Skills, your migrant worker will need to be working at least 30 hours a week, and your employment agreement needs to specify this. If the hours of work fluctuate – because of factors like weather, for example – the employee will still need to be paid for at least 30 hours a week.

✓ Complete job descriptions

Just like employment agreements, missing information from job descriptions can needlessly slow down the visa process. Information commonly missed by employers include:

- › Job title
- › Location of employment
- › Tasks and responsibilities
- › Skills, qualifications and experience required

✓ Evidence of attempts to hire a New Zealander

If the person you are wanting to hire is applying for an Essential Skills work visa and doesn't meet the criteria of one of our [Skill Shortage Lists](#), you will need to show that you tried - and failed - to find a New Zealander to fill the role.

✓ The correct ANZSCO code

Selecting the wrong ANZSCO (Australia and New Zealand Standard Classification of Occupations) code is the most common mistake in aged care applications. The right code is more about duties, pay and level of responsibility than job title.

Some aged care roles have strategic overview of future needs, but others involve assisting individual clients in daily life and tasks with a focus on supporting, assisting and encouraging them.

Domestic tasks and personal care duties, such as accompanying and assisting clients in their day to day activities do not meet the requirements of **Unit Group 4117 Welfare Support Workers** which includes Community Worker and Residential Care Officer. Applicants who perform these tasks in their roles will more likely fall under **Nursing Support Worker**, or **Aged and Disabled Carers** ANZSCO codes.

Welfare Support Workers provide support, information and advice to clients on emotional, financial, recreational, health, housing and other social welfare matters, and evaluate and coordinate the services of welfare and community service agencies.

The role of a Community Worker is to liaise with community groups, welfare agencies, government bodies and private businesses about community issues, and promote awareness of community resources and services. The role anticipates a degree of strategic overview and broad analysis of future needs rather than attending to the daily needs of the clients.

Residential Care Officers have a strategic overview and broad assessment of present needs of clients, beyond simply attending to their immediate, daily needs.

✓ A Skills Match Report

As well as an ANZSCO code, each occupation also has an ANZSCO skill level between 1 and 5. If the Essential Skills work visa role is skill level 4 or 5, you'll need to have advertised the vacancy with Work and Income. If they are unable to find suitable candidates, you can ask them for a Skills Match Report to show there are no suitable New Zealanders available to do the job.

More information for employers

www.immigration.govt.nz/employ-migrants

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