



# Nomination for occupational training

## What is occupational training?

The Australian Government allows the temporary entry of people as occupational trainees to receive training compatible with their employment and/or educational history. This training must give the person upgraded or enhanced skills in their employment after leaving Australia.

It is also a requirement that the granting of visas for occupational training should not adversely affect occupational 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.
- ♦ This form should be completed and signed by a responsible person in the organisation in Australia providing the training.
- ♦ A separate form should be completed for each person nominated.

If the primary purpose of entry to Australia is for temporary or permanent employment of the nominee rather than training, do NOT complete this form. Ask for further information and the appropriate sponsorship form at the nearest office of the Department of Immigration and Multicultural Affairs (DIMA).

## What responsibilities do nominators have?

As the nominator you are expected to:

- ♦ ensure that the activities of your nominee in Australia are not varied from those described in the nomination
- ♦ ensure that any periods of practical experience amounting to employment of the nominee are in accordance with relevant industrial legislation and awards
- ♦ notify DIMA if your nominee leaves, or fails to meet the requirements of, the course of training.

You will have to satisfy the processing office that a bona fide course of training is intended.

## What documents should be provided with the nomination?

To ensure quick processing, nominating organisations are advised to provide:

- ♦ details of the nature and duration of training including expected hours of study and/or practical experience and how the training will be supervised
- ♦ details of any external studies involved
- ♦ a statement of the objectives of the proposed training, including details of how it relates to the nominee's studies or occupation
- ♦ evidence that the proposal does not relate to an unskilled or semi-skilled occupation
- ♦ a statement of the relationship (if any) existing between the employer in the nominee's home country and the training organisation in Australia
- ♦ a profile of the organisation (if the organisation has never or not recently dealt with DIMA) including its activities, financial report, organisational structure chart indicating number of employees, including the ratio of Australian citizens/permanent residents to non-residents

- ♦ evidence that similar training is being offered to residents of Australia in the normal course of the organisation's business
- ♦ full details of the nominee including details of the course being studied and the highest level completed if nominee is a student, or name of current employer and position held if nominee is working
- ♦ a contact name and number for resolving queries.

## Where are nominations submitted?

The nomination form should be submitted to the office of DIMA in Australia nearest to where the training is to be provided.

## When should the nomination be submitted?

Processing and assessment of occupational training nominations usually take some time; even when the nomination is approved, health and character checking of the nominee overseas may take up to several weeks.

It is important therefore that the nomination be submitted as soon as possible to ensure that your nominee arrives in time to commence training.

## Does a charge have to be paid for processing the nomination?

There is no charge payable for processing an occupational training nomination. However your nominee will have to pay a visa processing charge when the visa application is lodged with the Australian office overseas.

## What happens when the nomination has been approved?

When the nomination is approved, the processing office will advise the Australian office overseas directly. 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.

## Where can you get more information?

Further information on nominations for occupational training in Australia can be obtained from any office of DIMA in Australia.

## About the information you give

DIMA 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 eligibility for an occupational trainee visa.

The information form 993i *Safeguarding your personal information* available from DIMA offices, gives details of agencies to which your information might also be disclosed.

**This page is not required to be submitted as part of your application. You may remove this page and retain it for your information.**



## Details of proposed training in Australia

**12** Name of training authority

**13** Address of training authority   
 Postcode

**14** Objective of proposed training and any additional or enhanced skills to be acquired by nominee

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**15** Details of maintenance arrangements for nominee and any dependants in Australia

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**16** Qualifications and current occupation of nominee

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**17** Name of nominee's current employer

**18** Address of nominee's current employer   
 Postcode

**19** Does training involve employment? No  > Go straight to 24 Yes

**20** Type of employment involved

**21** Conditions of employment including duration and payment

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**22** Period of employment From  To   
(DAY/MONTH/YEAR)

**23** Will local personnel be displaced by trainee? No  Yes

## Details of nominating organisation

24 Name of firm

  

25 Australian Company Number

26 Address of firm

  
  
  
 Postcode

27 Contact officer's details

Name

Mr / Ms

Position held

Contact telephone number (

STD

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## Nominator's declaration

28 *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.*

Signature

Date (DAY/MONTH/YEAR)

Name (block letters)

Position held



If this form was completed by a **business** with fewer than 20 employees, please provide an **estimate** of the time taken to complete this form.

Include:

- ♦ the time actually spent reading the instructions, working on the questions and obtaining the information
- ♦ the time spent by all employees in collecting and providing this information.

Hours

Minutes