

## Skilled Employer Sponsored Regional (Provisional) visa (Subclass 494)

### Assessment Checklist

This checklist is to be used to prepare applications for Skilled Employer Sponsored Regional (Provisional) Visa (subclass 494) (“SESR”) visa certification from Regional Development Australia (RDA) Goldfields Esperance. Applications should be emailed to [admin@rdage.org.au](mailto:admin@rdage.org.au) with all documents to be scanned high quality copies of originals. Please ensure you have paid the application fee of \$440 inc GST. This amount must be direct deposited into the RDAGE account prior to the application being processed:

*RDA Goldfields Esperance BSB: 036-125 Account: 306905*

### 1. REGIONAL CERTIFYING BODY ADVICE (FORM 1404)

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A completed Regional Certifying Body Advice (Form 1404) must be received with the application and is available at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au).

#### The following information must be included on the Form 1404:

- The Department of Home Affairs Transaction Reference Number (TRN) (if the employer has lodged a nomination application with DIBP).
- Details of nominating business/organisation, including ABN, address and contact details
- Position information including ANZCO (Australian and New Zealand Standard Classification of Occupations) code, job title and salary (note that the position must be at skill level 1, 2 or 3).
  - [Australian and New Zealand Standard Classification of Occupations](#)
  - [Occupations for Subclass 494 Visas](#)
- Details of the nominee.  
*RDA Goldfields Esperance will complete the remainder of the form.*

### 2. DOCUMENTATION REQUIREMENTS

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- A copy of the employment contract or letter of offer between the employer and nominee.
- Organisation chart.  
*Ensure the chart identifies Australian Citizens and Permanent Residents (and specifically any equivalent positions to the nominee’s position).*
- Annual Market Salary Rate (AMSR) Evidence (see Section 3).
- Signed statement from nominating business/organisation:  
**How have you determined the Annual Market Salary Rate (AMSR)?**  
*Please include an explanation of how you have used relevant information and evidence to determine what an equivalent Australian worker would be paid.*
- This completed checklist.



### 3. ANNUAL MARKET SALARY RATE EVIDENCE

Annual Market Salary Rate (AMSR) is defined in legislation as the earnings an Australian worker earns, or would earn, for performing equivalent work on a full-time basis for a year in the same workplace at the same location.

The AMSR is determined by looking at what you pay equivalent Australian workers, enterprise agreements or industrial awards, job outlook information, advertisements for the last 6 months in the same location, remuneration surveys or advice from unions or employer associations. The AMRS is for workers paid less than AUD\$250,000. Please **submit the required evidence** using the most appropriate option outlined below.

#### **OPTION 1 – Salary has been determined in accordance with an enterprise agreement or industrial award or similar**

- Name of the enterprise agreement or industrial award in the form of a fair work instrument, state industrial instrument or transitional instrument or similar and/or registered with the Fair Work Commission, where applicable:  
\_\_\_\_\_ *[insert instrument name]*
- The salary level or occupation group that applies to the nomination (ensure it matches the levels specified in the instrument)  
\_\_\_\_\_ *[insert salary level/occupation group]*
- Copy of position definition/job description
- Other:

#### **OPTION 2 - There is an Australian worker performing equivalent work to the nominee, in the same workplace and at the same location as the nominee**

**Only use this option if an enterprise agreement or industrial award does not apply.**

- Copy of recent payslip of an employee performing equivalent work in that workplace and location
- Copy of recent employment contract of abovementioned employee
- Other:

#### **OPTION 3 – Surveys, Advertisements and other evidence**

**If an enterprise agreement or industrial award does not apply, and there is no equivalent Australian worker as described in option 2, then please provide at least, two (2) of the following:**

- Broader labour market data, including Australian Bureau of Statistics Employee Earnings and Hours Survey (see: [www.abs.gov.au](http://www.abs.gov.au)) and Australian Government's Job Outlook (see: [www.joboutlook.gov.au](http://www.joboutlook.gov.au)) – where possible **for the same location**.
- Advertisements from the last six months for equivalent positions **in the same location** (eg Goldfields Esperance region or other regional area in Western Australia)
- Remuneration surveys completed by a reputable organisation **for the same location**
- Written advice from unions or employer associations
- Other:



**Notes:**

- You must provide sufficient evidence. As a general rule if you do not provide at least 2 independent sources of information in determining the AMSR we are likely to not be satisfied.
- If the nominated overseas worker will be paid less than the equivalent Australian worker or less than any award, we will not be satisfied.
- An Australian worker who is more or less experienced than the nominee and does similar work at a different pay grade is not considered equivalent to the nominee.
- If you provide only generic market salary data or salary surveys, we will not be satisfied.
- If you do not explain how you have determined the AMSR, we may not be satisfied.
- If the market salary rate determined is a 'range', explain and provide specific details regarding why you selected that AMSR.
- Market salary comparison data must be for the same/similar location. In most cases, market salary data for a metropolitan location will not be the same as for the Goldfields-Esperance location.

RDA Goldfields Esperance highlight the importance of submitting a complete application. RDA Goldfields Esperance only have 28 days to provide advice to the Department of Home Affairs from the time we receive the application. If the information we require is not provided within this timeframe, we will need to make an assessment based only on the information before us.

We thank you for your application.

