



Changes to the Accredited Employer Work Visa Scheme

Manukau Operational Plan



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

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Topics

Welcome and Agenda Topics

Henry van Wyk

Recap of Changes

Nathanael Mackay

Manukau Operational Plan

Henry van Wyk, Enabling roles

Technical Support and QC

Matt Stansfield

Requirements

Questions and Answers

Manukau Acknowledgements

Agenda Topics

- Recap of changes
- Migrant Check Workstreams
- Transitioning and Team Structure
- Operational Plan Phase One
- ADEPT Manual Work arounds
- Change Champions
- Enabling Support
- Q&A
- Acknowledgements

Quick Recap of AEWV Changes

What?

- The duration of the AEWV and Maximum Continuous Stay (MCS) will be reduced for some lower-skilled occupations.
- A minimum skills and work experience threshold will be introduced for the AEWV.
- A minimum English language requirement will be introduced for ANZSCO skill level 4 and 5 roles.
- Employers required to engage with MSD as part of assessing the local labour market for level 4 and 5 roles (and advertise longer)

Why?

The new government has been signalling for a while the desire to tighten the AEWV scheme. These changes are primarily designed to ensure:

We take better steps to minimise migrant worker exploitation – and maximise the positive contribution that migrants make for NZ

We can give New Zealanders access to employment opportunities, in particular for those roles that can be easily trained

Manage the impact that temporary migration can have on existing infrastructure such as accommodation, transport, education, health etc

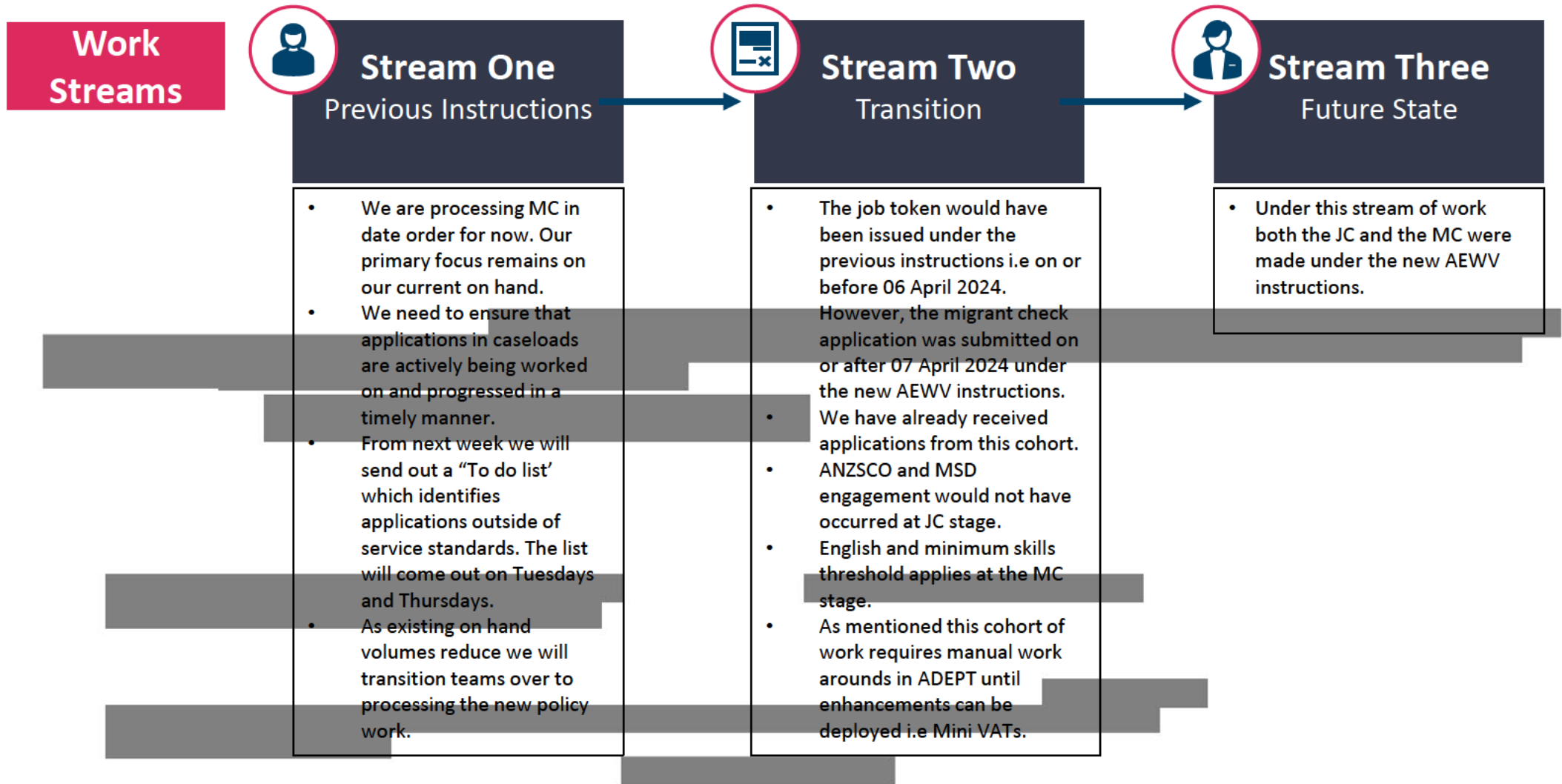
For INZ, these changes support our efforts to be a good regulator and strike the balance between facilitation and protection.



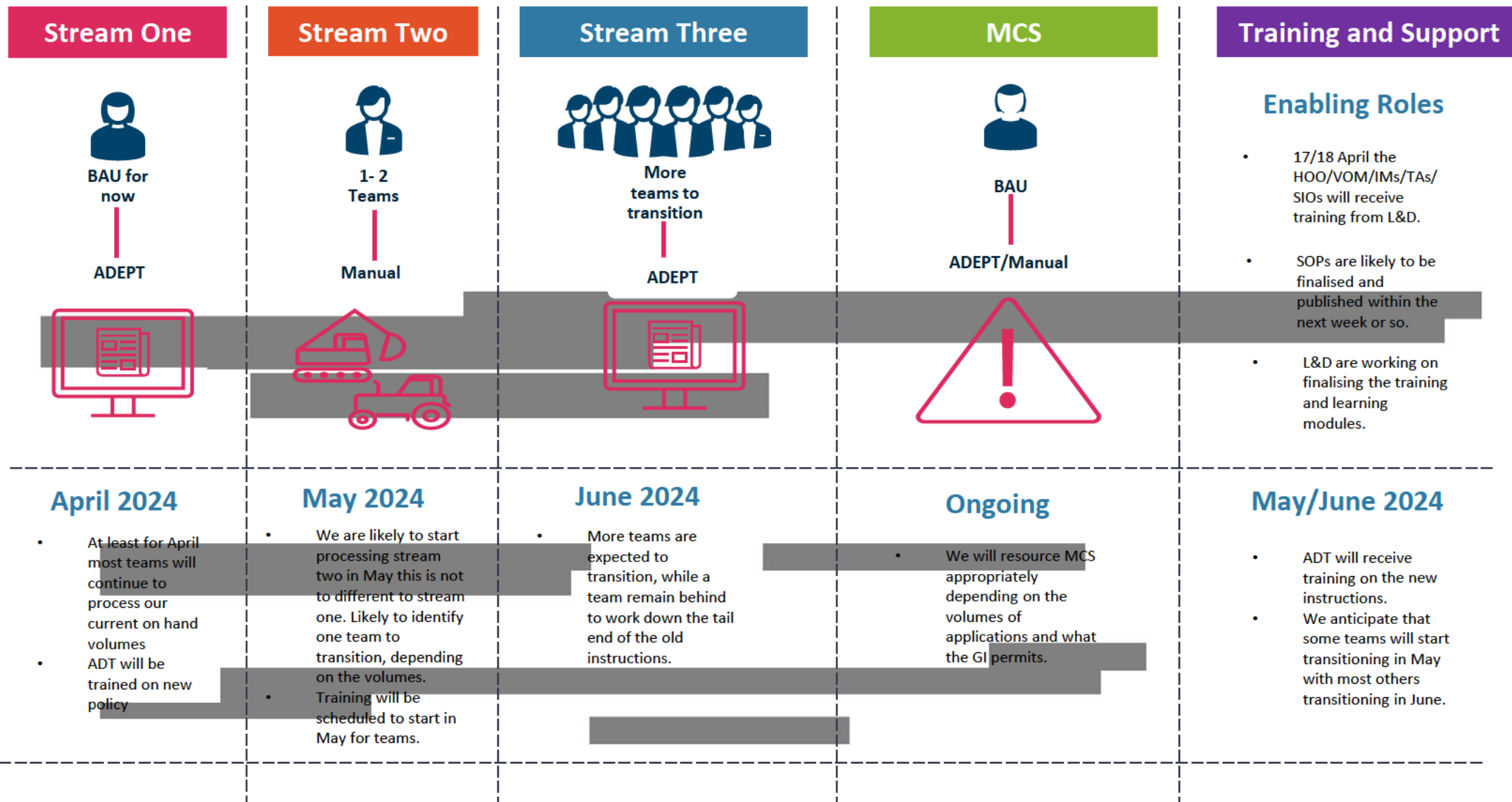
Operational Overview



Migrant Check Workstreams



Transitioning and Team Structure



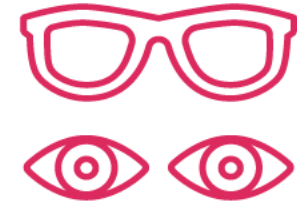
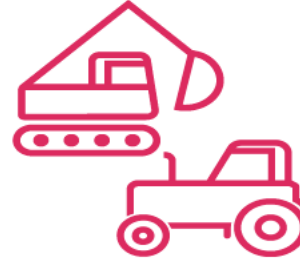
Upgrades

Enhancements be deployed on a monthly basis to incorporate the changes into ADEPT.

Transitioning and Team Structure (cont.)

- ADT – Initially ADT was going to be split into the existing teams. However, with the new changes we've made the decision that ADT will remain as a team, instead we will be looking to backfill teams with existing kaimahi.
- This will enable us to free up a manager to manage ADT and to manage ADT once they come onto the floor. [REDACTED]
- The managers and I are meeting next week to discuss which existing team will be dispersed, and which manager will manage ADT.
- We will also discuss and indicatively identify which teams will transition first.

Operational Plan Phase One



BAU

Continue processing current on hand
Ongoing catch-ups will be scheduled shortly.
Early life support is being activated and more information will follow shortly

ADEPT

Changes to ADEPT is required and these enhancements will take place over a few months. Until ADEPT enhancements can be made, a number of manual process will be in place.

Manual Processes

Mini VAT for the new requirements
Manually changing the visa duration based on skill level
Employers and applicant will have to download, complete and upload a supplementary form to answer additional questions.

Further Information

INZ Communication
Operations Manual will be updated
INZ website will be updated
Updated SOPs will be released
Regular ongoing updates from the operations

Operational Plan Phase One



Change Champions

We need everyone to be involved in order to succeed. We will be seeking change champions that can help with the transition.

Phased Training

Phased training is proposed, to manage existing on hand volumes, and to reduce the time between training and processing.

Pulse Checks

Regular pulse checks will be conducted to ensure feedback loops, and adequate support is in place to deliver and embed the changes

Early Life Support

We are committed to provide ongoing early life support to ensure everyone understand what the changes mean and to have support in place when we start processing applications.

ADEPT Manual Work arounds – INZ 1385

OFFICE USE ONLY | Client no.: | Date received: / / | Application no.:

March 2024

INZ 1385



Additional form for the Accredited Employer Work Visa

This additional form asks you questions for the Accredited Employer Work Visa (AEWV) application that are not available on the online form

When to use this form

Use this form as part of your application for the Accredited Employer Work Visa (AEWV).

How to use this form

1. Complete all questions on the form that apply to you.
2. Gather any evidence that we ask for in this form to support your application.
3. Upload the completed additional form on the online form's **Additional Form** page.
4. Upload any supporting evidence we ask for in this form on the online form **Supporting documents** page, in the **Additional form evidence** section.

What has changed

The requirements for an Accredited Employer Work Visa (AEWV) have changed. These changes include:

- a minimum standard of English if you are working in a role assessed as level 4 or 5 on the Australia and New Zealand Standard Classification of Occupations (ANZSCO)
- higher work experience and qualification requirements
- a shorter stay in New Zealand if you are working in specific roles.

To find out more about changes to the AEWV, go to www.immigration.govt.nz/aewv-changes

When filling in this form, please write clearly using CAPITAL LETTERS.

Section A Applicant's name

A1 Enter your full name (this is the name of the AEWV applicant):

Section B ANZSCO skill level

B1 What is the Australia and New Zealand Standard Classification of Occupations (ANZSCO) skill level of the job?

For guidance on how to find the job's skill level go to www.immigration.govt.nz/anzSCO-list

Is the role: Skill level 1, 2 or 3? *Go to Section D* Skill level 4 or 5? *Go to Section C*

When filling in this form, please write clearly using CAPITAL LETTERS.

Section C English language

For skill level 4 and 5 jobs you must now meet a standard of English.

You can show you meet the standard in 2 ways.

- You are a citizen of a listed English-speaking country and you have lived or studied there for at least 5 years, or you have a recognised qualification from one.
- You have an acceptable result from a recognised English language test that is less than 2 years old.

To see the English language requirements for an AEWV, including the test results and evidence we accept, go to www.immigration.govt.nz/aewv-english-language

Listed English-speaking countries are:

- Australia
- Canada
- New Zealand
- Republic of Ireland
- United Kingdom
- United States of America

C1 Are you a citizen of a listed English-speaking country that you have lived or studied in for at least 5 years, or do you have a recognised qualification from one?

- Yes, I am a citizen of a listed English-speaking that I have lived in for 5 years.
 Yes, I have a Bachelor's degree or equivalent level qualification from a listed English-speaking country.

In the Supporting Documents page of the online form, upload evidence of:

- your citizenship – if it is different to the citizenship on the passport you are using, or
- your qualification.

Go to section D

No

C2 Select the English-language test and minimum overall score you will use to show you meet the English-language standard.

- International English Language Testing System (IELTS), overall score of at least 4
 Test of English as a Foreign Language Internet-based Test (TOEFL iBT), overall score of at least 31
 Pearson Test of English Academic (PTE Academic), overall score of at least 29
 First Certificate in English (B2 First) formerly Cambridge English: First (FCE), overall score of at least 142
 B2 First for Schools (First Certificate in English) formerly Cambridge English: First (FCE) for schools, overall score of at least 142
 Occupational English Test (OET), at least Grade D in listening, reading, writing and speaking.

Enter the date you took the test / /

Upload evidence of the test you took, when it was taken and your test results in the Supporting Documents page of the online form.

Section D Green List

D1 Is the job you have an offer for on the Green List and does it meet the Green List's job requirements?

The Green List is a list of in-demand occupations in New Zealand. Search the Green List on www.immigration.govt.nz/green-list

Yes *Go to section F* No

D2 Will you be paid at least NZD\$59.52 an hour?

Yes *Go to section F* No

ADEPT Manual Work arounds – INZ 1385

Section E Skill requirements

To qualify for an AEWV you must now have at least:

- 3 years relevant work experience, or
- a relevant qualification of at least Level 4 on the New Zealand Qualifications and Credentials Framework (NZQCF).

This is in addition to the skills specified by your employer in the online application.

If you have 3 years relevant work experience, you must provide written evidence of this. The evidence must be written by someone other than you. Examples of evidence include:

- letters of reference from an employer
- certificates of employment
- payslips
- tax certificates
- a copy of your qualification.

i To find out more about the AEWV skill requirements, and the evidence you must provide in your application, go to www.immigration.govt.nz/aewv

E1 How do you meet the new skill requirements? Select an option even if you have already answered this in the online application.

I have at least 3 years of relevant work experience

Upload evidence of your work experience to the Supporting Documents page of the online form.

I have a qualification of Level 4 or higher on the NZQCF.

E2 If you have a qualification of at least Level 4, is it a Bachelor's degree or higher?

Yes *You need to upload evidence of your qualification to the Supporting Documents page of the online form*

No *You need to get an International Qualification Assessment (IQA)*

Upload the IQA and your qualification to the Supporting Documents page of the online form.

Section F Upload form

You have completed this additional form.

Check that you have answered all the questions that apply to you, then upload the form to the Additional Form page of the AEWV online form.

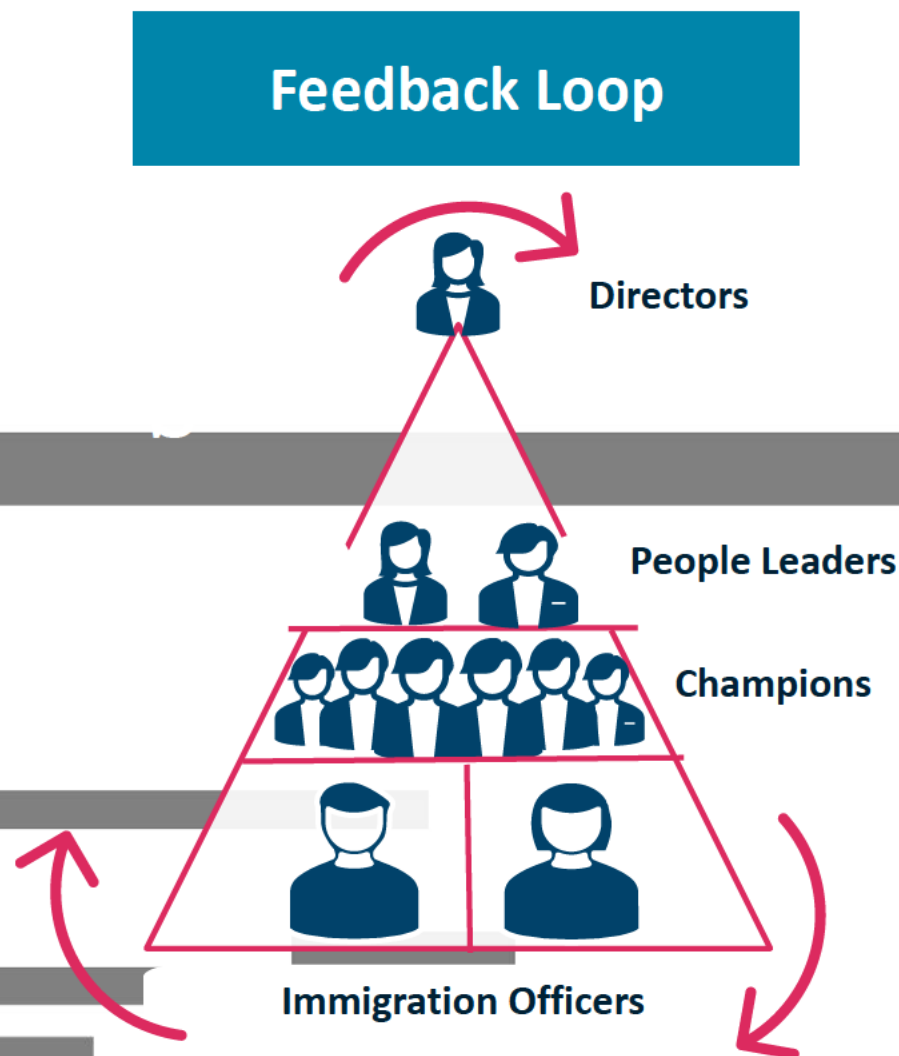
ADEPT Manual Work arounds – Mini VAT

WORKER ELIGIBILITY – SUPPLEMENTARY ASSESSMENT	
Application number:	Click or tap here to enter text.
ANZSCO skill level (as per approved job check):	Choose an item.
Meet the minimum skills threshold as set out at WA4.10.6?	Choose an item.
Meets a minimum standard of English language at WA4.12? (Skill level 4 or 5)	Choose an item.
Reason:	Click or tap here to enter text.

(REUSED TOKEN ONLY) JC VALIDATION – SUPPLEMENTARY ASSESSMENT	
Application number:	Click or tap here to enter text.
Job token is from the same job check number?	Choose an item.
The application for the AEWV currently held was submitted	Choose an item.
Meets applicable requirements at WA4.10.20(a)(ii)?	Choose an item.
Reason:	Click or tap here to enter text.

Change Champions Expectations

- **Advocacy:** Championing the benefits and rationale behind the change to garner support from stakeholders.
- **Communication:** Actively communicating updates, progress, and importance of the change to relevant parties.
- **Support:** Providing assistance, guidance, and resources to individuals or teams affected by the change to facilitate successful adoption
- **Feedback:** Gathering feedback from stakeholders and frontline employees to identify challenges, concerns, and areas for improvement.
- **Problem Solving:** Collaborating with stakeholders to address obstacles and refine the change strategy as needed.
- **Modelling behaviour:** Demonstrating commitment to the change through their own actions and behaviours, serving as roles models for others.
- **Celebrating success:** Acknowledging and celebrating milestones and achievements to maintain momentum and morale throughout the change process.

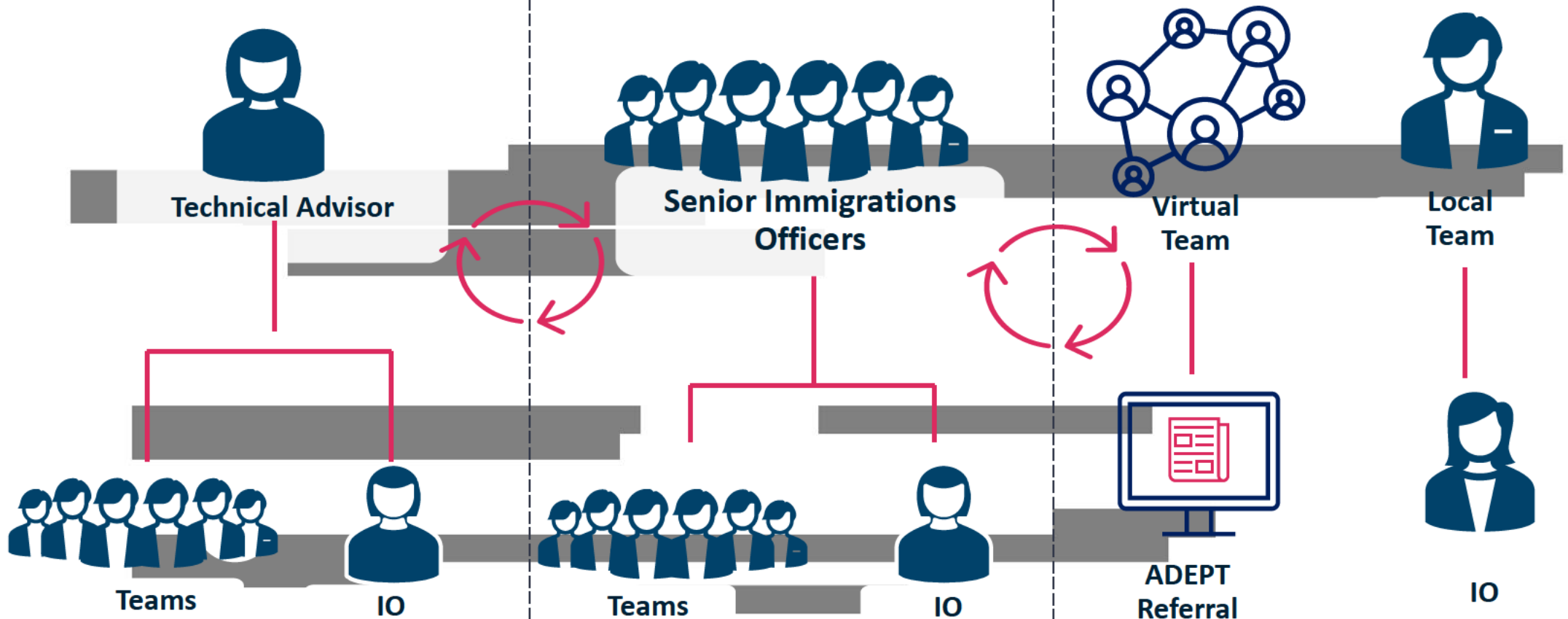


Enabling Support

Technical Advisors

Senior Immigration Officers

Verification Officers



Enabling support



People Leaders

The people leaders are here to support you. Everyone respond to change differently. Ensure that you talk to your people leader so we can provide any support that's required.



Technical Advisors

We are fortunate that for many of our TAs, these changes are not new. The TAs will provide support in terms of questions, consultations, training, and ongoing capability training.



Senior Immigration Officers

Our SIOs will provide support in the form of buddying, coaching, and providing general guidance to the team or individuals.



Verification

Virtual Team – Will receive and respond to request raised through ADEPT.

Local Team – will continue to be available for any questions or on the floor support.

Technical Support and QC Requirements

TAs will be available to support the training and processing of applications under the new instructions through:

- On floor availability for staff working in the office
- Additional availability for virtual support for staff working from home
- Timely feedback on applications completed and sent for QC

To ensure that you are aware of how you are tracking with these new applications:

- All (S)IOs will be on 100% for their first 5-10 applications assessed under new instructions
- These QCs will be completed through the QC Tool with an updated question set

More information on the Quality Check process and requirements be provided on this once the training has been completed.



Questions



Q1. Since more verification should be happening for ANZSCO level 4/5 roles, due to the mandatory skills and qualifications requirements, are there any plans for changes or adjust to verification?

A: It's expected that we should get fewer migrants applying under the new policy which will help with any increased verification. As mentioned earlier we will have the virtual team who will support the new policy work, along with local R&V and any support that might be required from our offshore teams as well. We should still follow our current processes around what risk has been identified as this will determine what steps to take to mitigate or confirm the risk.

Q2. In line with the new changes will there be any adjustments made to the success measures of 5 – 9 decisions per day?

A. Our main focus at the moment is to work down our current on hand. Once we start processing new policy applications we will set up a working group which will include several observations, time trials, etc. to establish fair and reasonable success measures.

Q3. Wondering if those 'quick' verification checks for work experience will no longer be sufficient? Will verification still depend on the risk associated e.g similar applications with same work experience requirements but one has no risk assessment and one is high risk due to potential false docs/information.

A: Determining whether a quick / general risk treatment itself is sufficient depends on the risk identified in an application. Training, SOPs and resources available in the Verification Toolkit will include guidance on appropriate risk treatments to support determination of whether risks are likely to be present. As you will be aware, you may start with 6(c)

the Verification Toolkit also has links to online databases where the IO can verify documents or information remotely by themselves. E.g. IOs can verify 6(c)

Questions (cont.)



Q4. It feels like all the risk rules on ADEPT triggered at the migrant check gateway, even when they were more relevant to EA/JC gateways, will these concerns/requirements be addressed at the appropriate gateway going forward?

- A. The expectation is that risk is identified and addressed at the appropriate gateway. However, given that the extent of the changes we will be closely reviewing our settings to ensure we feedback any barriers or concerns we identify. The biggest unknown at the moment is market behaviour and how applicants/employers will respond. This forms part of our continuous improvement.
- In terms of risk rules, our Business Analytics and Triage team are currently reviewing AEWV risk rules for the new Policy. That's both reviewing current risk rules and creation of new risk rules to address the key risks including 6(C)
[REDACTED]
 - In lieu of the risk rules triggering on applications lodged from the start of this week, Immigration Officers will need to be familiar with the risk advice in the Verification Toolkit highlighted in the upcoming workshops to identify risk.

Q5. It was mentioned that we are not likely to see decision ready applications, what will our threshold be? i.e are we going to hold onto application that are missing English?

A. We are currently working on our approach to non decision ready applications. We expect confirmation regarding the proposed threshold to be released shortly. We need to ensure that both are internal and external stakeholders are aware of our threshold going forward.
[REDACTED]

Q6. We are wondering if they envisage there to be a significant decrease/reduction in AEWV migrant check applications given the changes. The government appears to be reducing the migration numbers – how will this impact us?

A. It's too early to say what impact the new changes will have on market behaviour. Over the next few months we should have a better idea. While applications volumes are expected to decrease, we also anticipate that we will spend more time processing an application. As mentioned this will be taken into consideration when determining the new success measures.
[REDACTED]



Questions (cont.)

Q7. How do we get involved/become a change champion?

A. We will be running a mini EOI process next week for change champions. We are looking for people who will be passionate, and positive about the changes who can help and support their colleagues through this period of change.

Q.8 Which teams are likely to move over to the new policy and when?

A. Team movements and discussions will happen next week. We want to communicate our plan once it's finalised so everyone has a clear idea of what it means for them.

Q9. It is said that the changes will impact AEWV processing times, does this mean our SOP timeframes will change?

A. New SOPs are expected to be published shortly. However, in terms of our existing SOPs relating to service standard timeframe i.e responding to emails and phones calls within 24-48hrs those are unlikely to change. We will be looking at all of our success measures in the near future to determine if any changes are needed.

Q10. What do the changes mean for our existing MCS queue who are no longer eligible?

A. We want to see how the market responds before we make a decision. On a monthly basis the GI will be reviewed for MCS regarding the manner and order of processing. For now we process MCS applications once their visa is within 9 months of expiry.



Questions (cont.)



Q11. Are we expected to be in the office full time during the training period?

A. No, training is likely to be virtual and it's not a new product. There might be one off days that we need people in the office, but overall it's unlikely to impact any existing WFH arrangements.

Q13. Can we expect to see more TA's in the office, during the transition/ training period?

A. The TAs will continue to be available to assist with implementation in a variety of ways. This will include being available for in-person consultations when working in the office, and providing virtual support when working from home through the timely completion of Quality Checks on applications completed under new policy. The number of TAs working in the office on any given day will depend on available resources and workloads however our priority is ensuring that this does not impact the level of service we can provide.

Q14. Will there be guidelines around assessing applicants who are related to the employer?

A. There is currently no dedicated guidance around the hiring of family members, as the instructions do not prohibit this.

6(C) to concerns around 6(C)
The new changes in instructions mean that applicants need work experience, qualifications and employer engagement with MSD for skill level 4 and 5 roles. Increased advertising requirements particularly for lower skilled roles should reduce the number of employers hiring family members, or should help to mitigate concerns identified.



Manukau Acknowledgements

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Changes to the Accredited Employer Work Visa Scheme



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Topics

Welcome and Overview

Dominic Forde

Summary of Changes

Sarah Clifford

Operational Plan

Hannah Dilion and Henry van Wyk

Quality and Training Framework

Matt Stansfield, Mark Wilson, and Hattie
White

Supporting Kaimahi through Change

Dominic Forde

Overview

Why the need to make changes to the AEWV category?

- Recommendations from the Public Service Commission review
- Net migration
- Pressure on infrastructure
- Attracting the skills New Zealand needs
- Strengthening the integrity of the system

Summary of the changes

- The duration of the AEWV and Maximum Continuous Stay (MCS) will be reduced for some lower-skilled occupations.
- A minimum skills and work experience threshold will be introduced for the AEWV.
- A minimum English language requirement will be introduced for ANZSCO skill level 4 and 5 roles.
- Employers will have to engage with Work and Income for ANZSCO skill level 4 and 5 roles.
- The duration required to advertise ANZSCO level 4 and 5 vacancies is increasing to 21 calendar days.
- A definition of suitable New Zealand applicants is being introduced, and employers will need to declare reasons for not hiring New Zealand applicants for ANZSCO level 4 and 5 roles.
- The franchisee accreditation category will be disestablished.
- Employers will be required to notify Immigration New Zealand (INZ) when a migrant leaves their employment before their visa expires.
- AEWVs will have a condition that the visa holder must be employed at least 30 hours per week..
- MBIE will be able to suspend accreditation of employers who breach any accreditation standard, not just some of them.

Impact on Processing

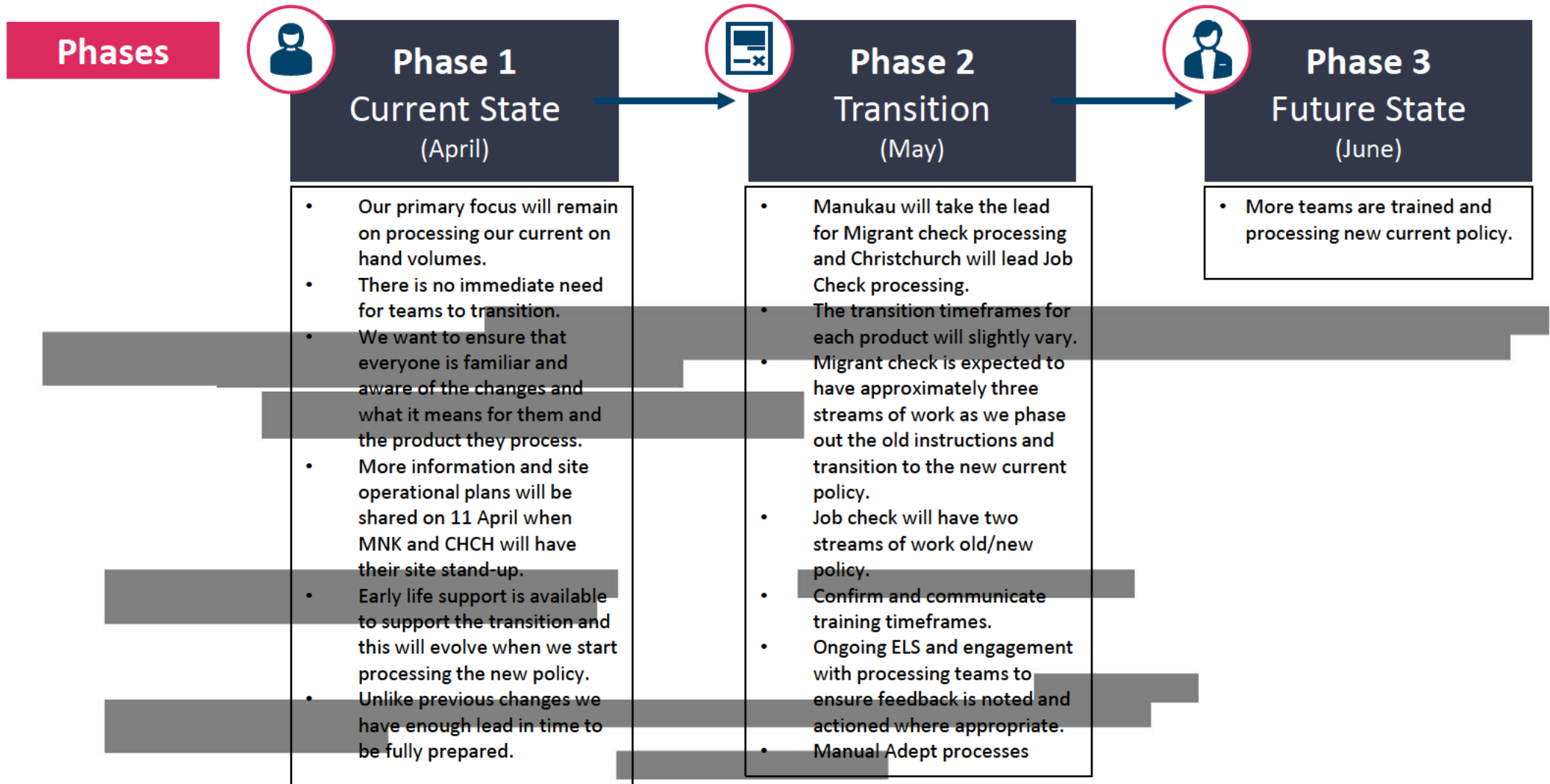
- These changes to AEWV policy are significant and take immediate effect for our customers, so we can expect fewer decision-ready applications submitted under the new settings.
- However, kaimahi will continue to process a queue of existing applications submitted under the previous policy settings. They will not need to change their processes on day one.
- The necessary changes in ADEPT will also not take place immediately.
- The cumulative impact of these changes is likely to impact AEWV processing times.
- In the short term, policy changes will go live with only manual work arounds to support fast implementation.
- It is also likely to have an ongoing impact on processing times with increased processing efforts required across AEWV applications to enforce new requirements.



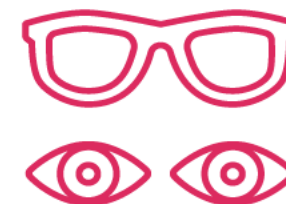
Operational Overview



Operational Plan for AEWV Changes



Operational Plan Phase One



BAU

Continue processing current on hand
Ongoing catch-ups will be scheduled shortly.
Early life support is being activated and more information will follow shortly

ADEPT

Changes to ADEPT is required and these enhancements will take place over a few months. Until ADEPT enhancements can be made, a number of manual process will be in place.

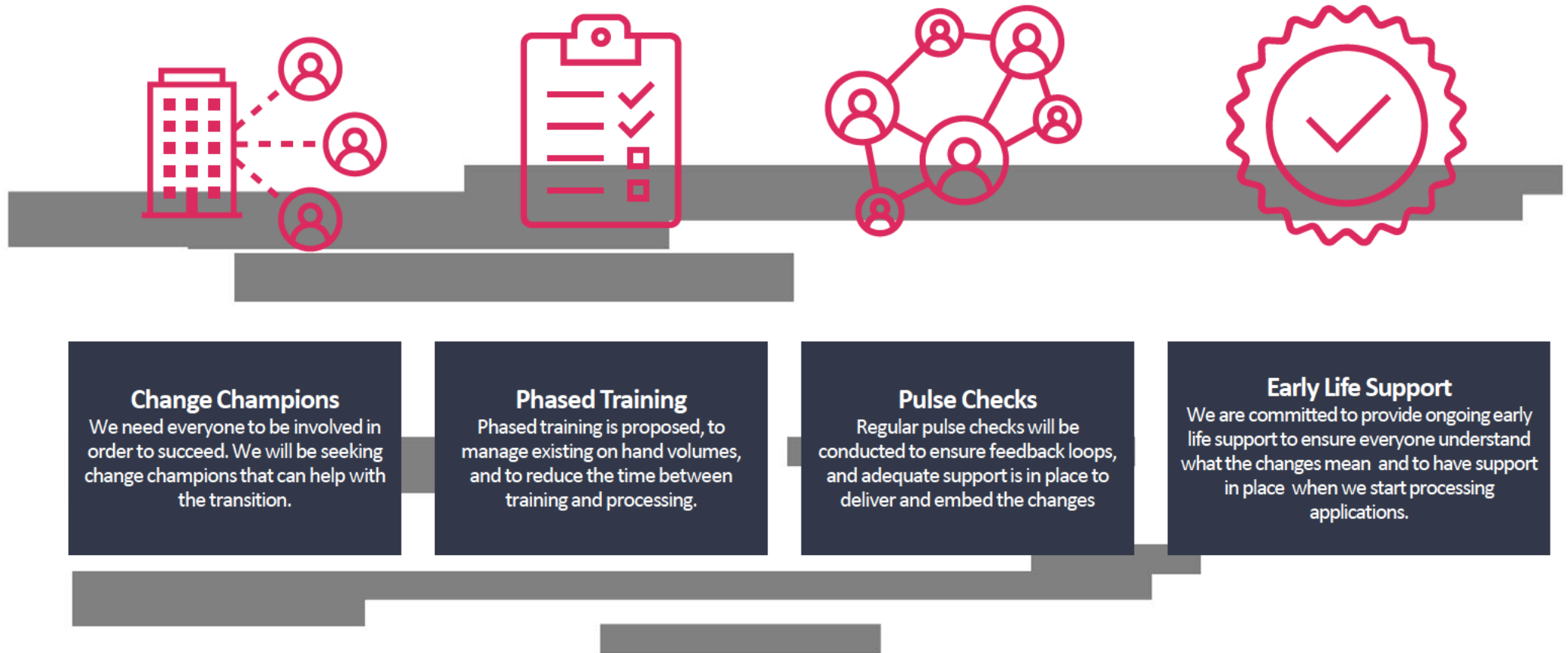
Manual Processes

Mini VAT for the new requirements
Manually changing the visa duration based on skill level
Employers and applicant will have to download, complete and upload a supplementary form to answer additional questions.

Further Information

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Operations Manual will be updated
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Updated SOPs will be released
Regular ongoing updates from the operations

Operational Plan Phase One



Operational Timeline

Phase One



Key take-aways



- Reflect on how far we've come with AEWV over the last two years. We are confident with the skills, experience and capability that we've all built over the last couple of years that we are prepared for the change.
- No immediate action is required. We only want you to familiarise yourself with the changes and bring any questions to the stand-up later in the week.
- More information about training and enabling support will be shared later in the week.
- ELS will include visitors from Wellington i.e Ops Support, Ops Pol etc. as we start implementing and embedding the changes.



Quality and Training Overview



Training and QC Requirements

What support will be available to you?

- Training in updated instructions will be undertaken from May for relevant staff.
- Standard Operating Procedures will be available later this week
- Mini VATs have been developed for instructions that have not yet been incorporated into ADEPT
- TAs will be on the floor to help support staff once processing commences
- Risk and Verification will be attending ongoing stand-ups.

Training and QC Requirements (Cont.)

How will we ensure we are on track?

- All (S)IOs will be on 100% QC for their first 5-10 applications assessed under new instructions
- These QCs will be completed through the QC Tool with an updated question set
- Prior to selecting 'Instructions Met' in ADEPT, the applications can be emailed to your respective TA Mailbox
- Manukau: s 9(2)(g)(ii)
- Christchurch: s 9(2)(g)(ii)

Supporting Kaimahi through the change



- PSC recommendations
- Implementation with support from across the INZ system
- Feedback on embedding the changes under AEWV

- Thank you!!

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Changes to the Accredited Employer Work Visa Scheme

Ōtautahi Rua Operational Plan



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**NEW ZEALAND
IMMIGRATION**

Topics

Welcome and Agenda Topics

Hannah Dillon

Manukau Operational Plan

Hannah Dillon and Brendan Belcher

Questions and Answers

Hannah Dillon and Brendan Belcher

Agenda Topics

- Update Sarah Clifford
- Job Check and Migrant Check Workstreams
- Transitioning and Team Structure
- Operational Plan Phase One
- ADEPT Manual Work arounds
- Technical Support and QC Requirements
- Change Champions
- Enabling Support
- Q&A and Acknowledgments

Summary of the changes

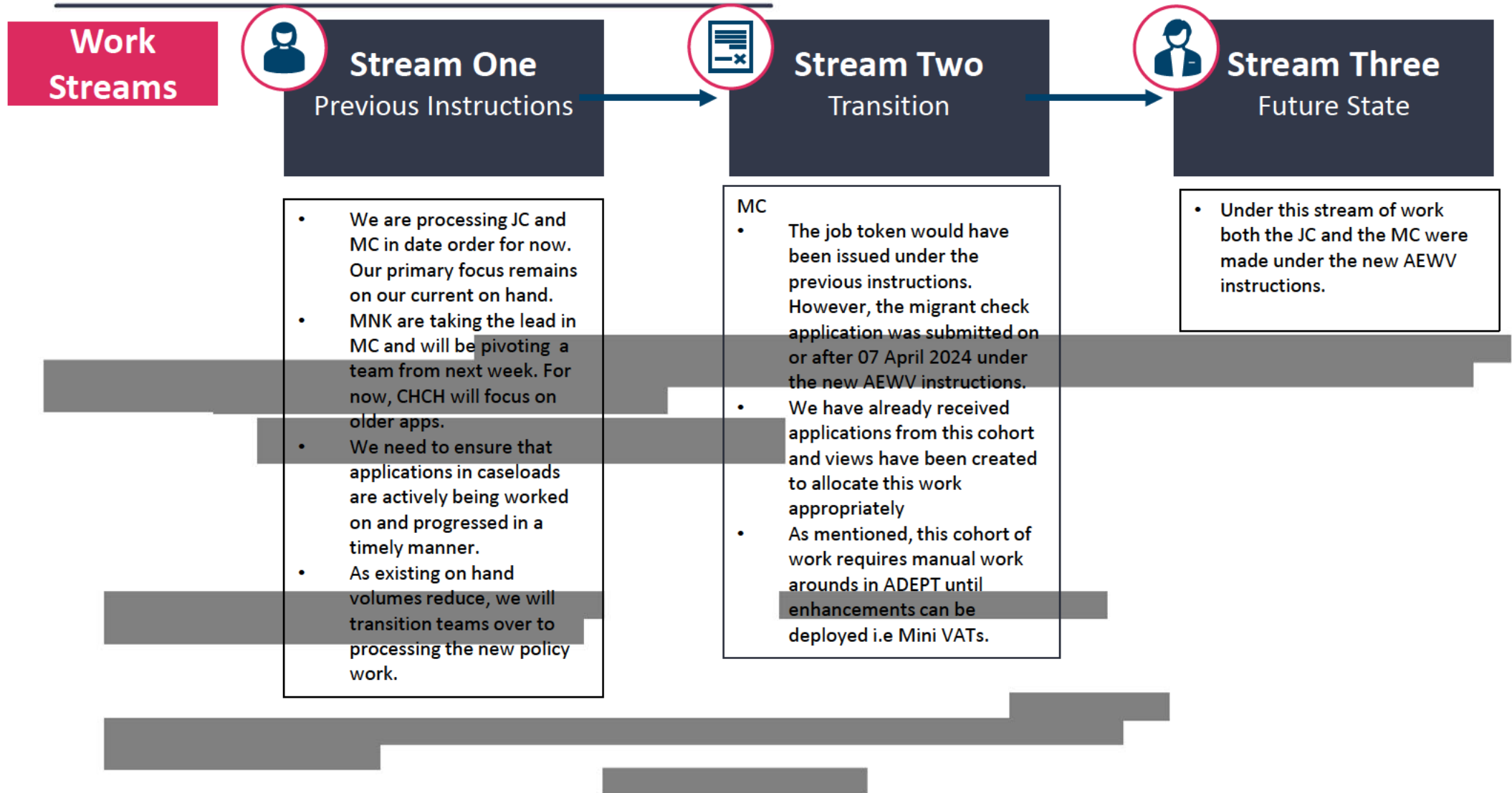
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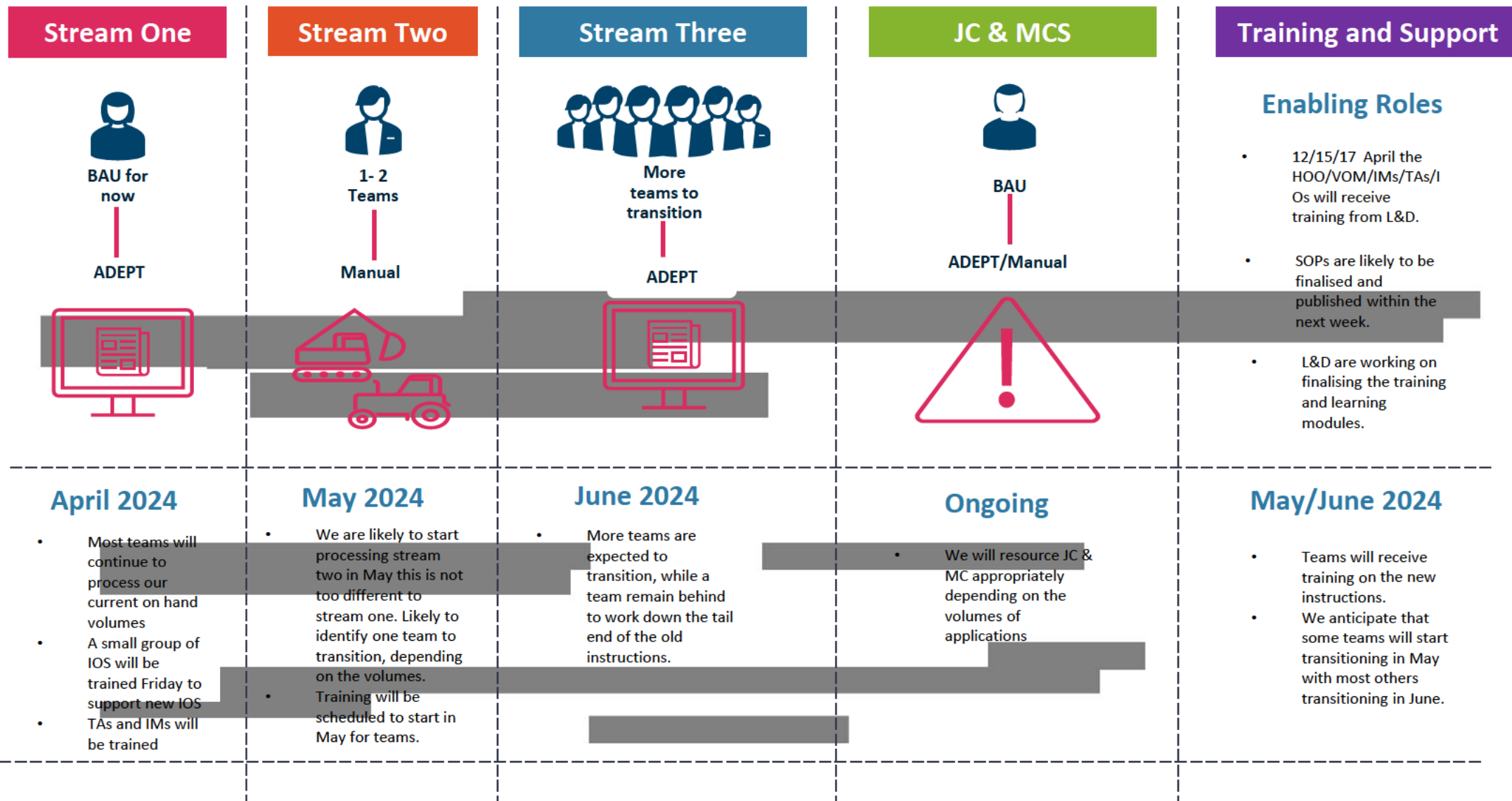
Operational Overview



Job Check and Migrant Check Workstreams



Transitioning and Team Structure



Upgrades

Enhancements be deployed on a monthly basis to incorporate the changes into ADEPT.

Operational Plan Phase One



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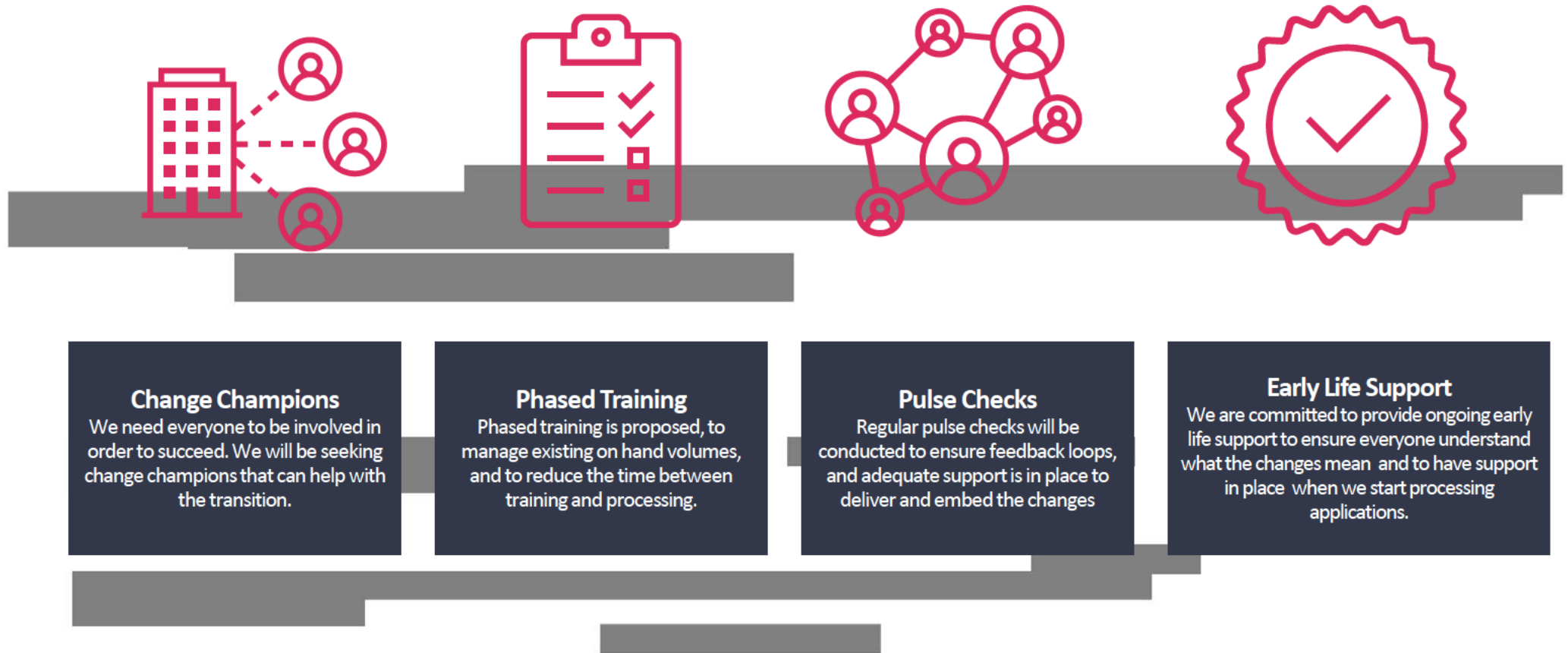
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Operational Plan Phase One



ADEPT Manual Work arounds – INZ 1384

OFFICE USE ONLY | Client no. | Date received: / / | Application no. |

March 2024 | INZ 1384



Employer additional form: Job Check

This additional form asks you Job Check questions that are not yet available on the online form.

When to use this form
Use this form as part of your Job Check application to hire migrants on the Accredited Employer Work Visa (AEWV). You need to complete a Job Check application in the online form, then upload this completed form to the online Job Check form.

How to use this form

1. Complete all questions on the form that apply to you.
2. Gather any evidence that we ask for in this form to support your application.
3. Upload the completed additional form on the online form's **Additional Form** page.
4. Upload any supporting evidence we ask for in this form on the online form's **Supporting documents** page, in the **Additional form evidence** section.

What has changed
The rules employers must meet to hire migrants on the Accredited Employer Work Visa (AEWV) have changed. There are more requirements at the accreditation, Job Check, and AEWV application stages. These changes include:

- setting a standard of English for migrants in Australia and New Zealand Standard Classification of Occupations (ANZSCO) level 4 or 5 roles
- higher work experience and qualification levels for migrants
- a need for employers to make sure migrants are suitably skilled
- a need for employers to advertise jobs for longer and engage with Work and Income for ANZSCO level 4 and 5 roles

To find out more about changes to the AEWV, go to www.immigration.govt.nz/aevw-changes

When filling in this form, please write clearly using CAPITAL LETTERS.

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Section A Organisation name

A1 Enter the name of the organisation listed on the online Job Check application form:

Section B Green List

B1 Is the job you are getting a Job Check for on the Green List?
The Green List is a list of in-demand occupations in New Zealand. Search the Green List on www.immigration.govt.nz/green-list
 Yes No Go to Section C

B2 Does the job meet the requirements for the job as set out in the Green List?
 Yes Go to Section F No Go to Section C

Section C Suitably skilled

C1 If this Job Check is approved, do you agree to take reasonable steps to ensure migrants you offer the job to are suitably qualified and have the skills for the job?
Find out how you can check a person is suitably qualified and skilled on www.immigration.govt.nz/aevw-suitably-qualified
 Yes No You must take reasonable steps to check migrants you want to hire have the skills for the job and are eligible for an AEWV. If you do not, it may impact your employer accreditation.

Section D ANZSCO skill level

D1 What is the Australia and New Zealand Standard Classification of Occupations (ANZSCO) skill level of the job you are applying for?
For guidance on how to find the job's skill level go to www.immigration.govt.nz/anzco-list
Is the role: Skill level 1, 2 or 3? Go to Section F Skill level 4 or 5? Go to Section E

Section E Advertising

E1 Have you advertised the role for the new duration of at least 21 days on a suitable national listing website or channel?
To find out about advertising requirements and what is a suitable listing or channel go to www.immigration.govt.nz/aevw-advertise-job
 Yes No For the Job Check application to be approved, you must have advertised it for at least 21 days. This is a new rule for ANZSCO level 4 and 5 roles. It replaces the 14 days rule in the online Job Check application.
Explain why you did not advertise the job for 21 days.

F1 Have you engaged with Work and Income about this job?
 Yes No You must engage with Work and Income to AdS skill level 4 and 5 jobs for 21 days. Normally they will list a job for 21 days unless there is a lack of candidates.
To find out how to engage with Work and Income about ANZSCO level 4 and 5 jobs, go to www.immigration.govt.nz/aevw-advertise-job
You need to provide evidence with this Job Check application that you have engaged with Work and Income. Upload this evidence on the Supporting Documents page of the online Job Check application.

F2 Indicate why you did not hire New Zealand citizens or residents for the job after advertising and engaging with Work and Income.
Select all the reasons that apply.
 No New Zealand citizens or residents applied.
Some New Zealand citizens or residents applied, but they did not:
 have the skills, experience, or qualifications I identify as being necessary to do the job, and could not be trained on the job
 meet other requirements for the job, such as having a driver's license, a good fitness level, or passing a drug or criminal check
 live close to where the job is, and could not move there
 have a practical way of travelling to the job
 have availability for full-time work in the hours I need
 meet other requirements not listed above
If you selected that they did not meet other requirements, describe the reason or reasons:

Section F Upload form

You have completed this additional form. Check that you have answered all the questions that apply to you, then upload the form to the Additional Form page of the Job Check online form.
The requirements an applicant needs to meet to get an Accredited Employer Work Visa have also changed. Find out more about the changes on www.immigration.govt.nz/aevw-changes

ADEPT Manual Work arounds – INZ 1385

OFFICE USE ONLY | Client no.: | Date received: / / | Application no.: |

March 2024 **INZ 1385**



Additional form for the Accredited Employer Work Visa

This additional form asks you questions for the Accredited Employer Work Visa (AEWV) application that are not available on the online form

When to use this form

Use this form as part of your application for the Accredited Employer Work Visa (AEWV).

How to use this form

- Complete all questions on the form that apply to you.
- Gather any evidence that we ask for in this form to support your application.
- Upload the completed additional form on the online form's **Additional Form** page.
- Upload any supporting evidence we ask for in this form on the online form **Supporting documents** page, in the **Additional form evidence** section.

What has changed

The requirements for an Accredited Employer Work Visa (AEWV) have changed. These changes include:

- a minimum standard of English if you are working in a role assessed as level 4 or 5 on the Australia and New Zealand Standard Classification of Occupations (ANZSCO)
- higher work experience and qualification requirements
- a shorter stay in New Zealand if you are working in specific roles.

To find out more about changes to the AEWV, go to www.immigration.govt.nz/aevw-changes

When filling in this form, please write clearly using CAPITAL LETTERS.

Section A Applicant's name

A1 Enter your full name (this is the name of the AEWV applicant):

Section B ANZSCO skill level

B1 What is the Australia and New Zealand Standard Classification of Occupations (ANZSCO) skill level of the job?

For guidance on how to find the job's skill level go to www.immigration.govt.nz/anzco-list

Is the role: Skill level 1, 2 or 3? go to section 2 Skill level 4 or 5? go to section 3

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

immigration.govt.nz

When filling in this form, please write clearly using CAPITAL LETTERS.

Section C English language

For skill level 4 and 5 jobs you must now meet a standard of English. You can show you meet the standard in 2 ways.

- You are a citizen of a listed English-speaking country and you have lived or studied there for at least 5 years, or you have a recognised qualification from one.
- You have an acceptable result from a recognised English language test that is less than 2 years old.

To see the English language requirements for an AEWV, including the test results and evidence we accept, go to www.immigration.govt.nz/aevw-english-language

Listed English-speaking countries are:

- Australia
- Canada
- New Zealand
- Republic of Ireland
- United Kingdom
- United States of America

C1 Are you a citizen of a listed English-speaking country that you have lived or studied in for at least 5 years, or do you have a recognised qualification from one?

Yes, I am a citizen of a listed English-speaking that I have lived in for 5 years.

Yes, I have a Bachelor's degree or equivalent level qualification from a listed English-speaking country.

In the Supporting Documents page of the online form, upload evidence of:

- your citizenship – if it is different to the citizenship on the passport you are using, or
- your qualification.

Go to section D No

C2 Select the English-language test and minimum overall score you will use to show you meet the English-language standard.

International English Language Testing System (IELTS), overall score of at least 4

Test of English as a Foreign Language Internet-based Test (TOEFL iBT), overall score of at least 31

Pearson Test of English Academic (PTE Academic), overall score of at least 29

First Certificate in English (B2 First) formerly Cambridge English: First (FCE), overall score of at least 142

B2 First for Schools (First Certificate in English) formerly Cambridge English: First (FCE) for schools, overall score of at least 120

Occupational English Test (OET), at least Grade D in listening, reading, writing and speaking.

Enter the date you took the test: []/[]/[]

Upload evidence of the test you took, when it was taken and your test results in the Supporting Documents page of the online form.

Section D Green List

D1 Is the job you have an offer for on the Green List and does it meet the Green List's job requirements?

The Green List is a list of in-demand occupations in New Zealand. Search the Green List on www.immigration.govt.nz/green-list

Yes. Go to section F No

D2 Will you be paid at least NZD\$59.52 an hour?

Yes. Go to section F No

Section E Skill requirements

To qualify for an AEWV you must now have at least:

- 3 years relevant work experience, or
- a relevant qualification of at least Level 4 on the New Zealand Qualifications and Credentials Framework (NZQCF).

This is in addition to the skills specified by your employer in the online application.

If you have 3 years relevant work experience, you must provide written evidence of this. The evidence must be written by someone other than you. Examples of evidence include:

- letters of reference from an employer
- certificates of employment
- pay slips
- tax certificates
- a copy of your qualification.

To find out more about the 2024 skill requirements, and the evidence you must provide in your application, go to www.immigration.govt.nz/aevw

E1 How do you meet the new skill requirements? Select an option even if you have already answered this in the online application.

I have at least 3 years of relevant work experience. Upload evidence of your work experience to the Supporting Documents page of the online form.

I have a qualification of Level 4 or higher on the NZQCF.

E2 If you have a qualification of at least Level 4, is it a Bachelor's degree or higher?

Yes. You need to upload evidence of your qualification to the Supporting Documents page of the online form.

No. You need to get an International Qualification Assessment (IQA). Upload the IQA and your qualification to the Supporting Documents page of the online form.

Section F Upload form

You have completed this additional form.

Check that you have answered all the questions that apply to you, then upload the form to the Additional Form page of the AEWV online form.

ADEPT Manual Work arounds – Mini VAT

OCCUPATION AND SKILL LEVEL (WA3.16)

Claimed ANZSCO occupation:	Click or tap here to enter text.
ANZSCO skill level:	Choose an item.
Substantially consistent to claimed ANZSCO:	Choose an item.
Assessed ANZSCO code and occupation:	Choose an item.
ANZSCO skill level of alternate occupation:	Choose an item.
Reason:	Click or tap here to enter text.

WORKER ELIGIBILITY – SUPPLEMENTARY ASSESSMENT

Application number:	Click or tap here to enter text.
ANZSCO skill level (as per approved job check):	Choose an item.
Meet the minimum skills threshold as set out at WA4.10.6?	Choose an item.
Meets a minimum standard of English language at WA4.12? (Skill level 4 or 5)	Choose an item.
Reason:	Click or tap here to enter text.

EMPLOYER HAS ADVERTISED - SUPPLEMENTARY ASSESSMENT (WA3.20)

ANZSCO skill level 4-5 ONLY, and where Employer has Advertised criteria has generated

Advertised on a general job listing website for 21 days?	Choose an item.
Listed with WINZ for 21 days?	Choose an item.
WINZ listing contained JD and key terms/conditions?	Choose an item.
If NZers applied, were any suitable and available?	Choose an item.
Reason:	Click or tap here to enter text.

(REUSED TOKEN ONLY) JC VALIDATION – SUPPLEMENTARY ASSESSMENT

Application number:	Click or tap here to enter text.
Job token is from the same job check number?	Choose an item.
The application for the AEWV currently held was submitted	Choose an item.
Meets applicable requirements at WA4.10.20(a)(ii)?	Choose an item.
Reason:	Click or tap here to enter text.

Technical Support and QC Requirements

TAs will be available to support the training and processing of applications under the new instructions:

- On floor availability for staff working in the office
- Virtual support for staff working from home
- Timely feedback on applications completed and sent for QC

To ensure that you are aware of how you are tracking with these new applications:

- All (S)IOs will be on 100% for their first 5-10 applications assessed under new instructions
- These QCs will be completed through the QC Tool with an updated question set

More information on the Quality Check process and requirements be provided on this once the training has been completed.

Change Champions Expectations

- **Advocacy:** Championing the benefits and rationale behind the change to garner support from stakeholders.
- **Communication:** Actively communicating updates, progress, and importance of the change to relevant parties.
- **Support:** Providing assistance, guidance, and resources to individuals or teams affected by the change to facilitate successful adoption
- **Feedback:** Gathering feedback from stakeholders and frontline employees to identify challenges, concerns, and areas for improvement.
- **Problem Solving:** Collaborating with stakeholders to address obstacles and refine the change strategy as needed.
- **Modelling behaviour:** Demonstrating commitment to the change through their own actions and behaviours, serving as roles models for others.
- **Celebrating success:** Acknowledging and celebrating milestones and achievements to maintain momentum and morale throughout the change process.

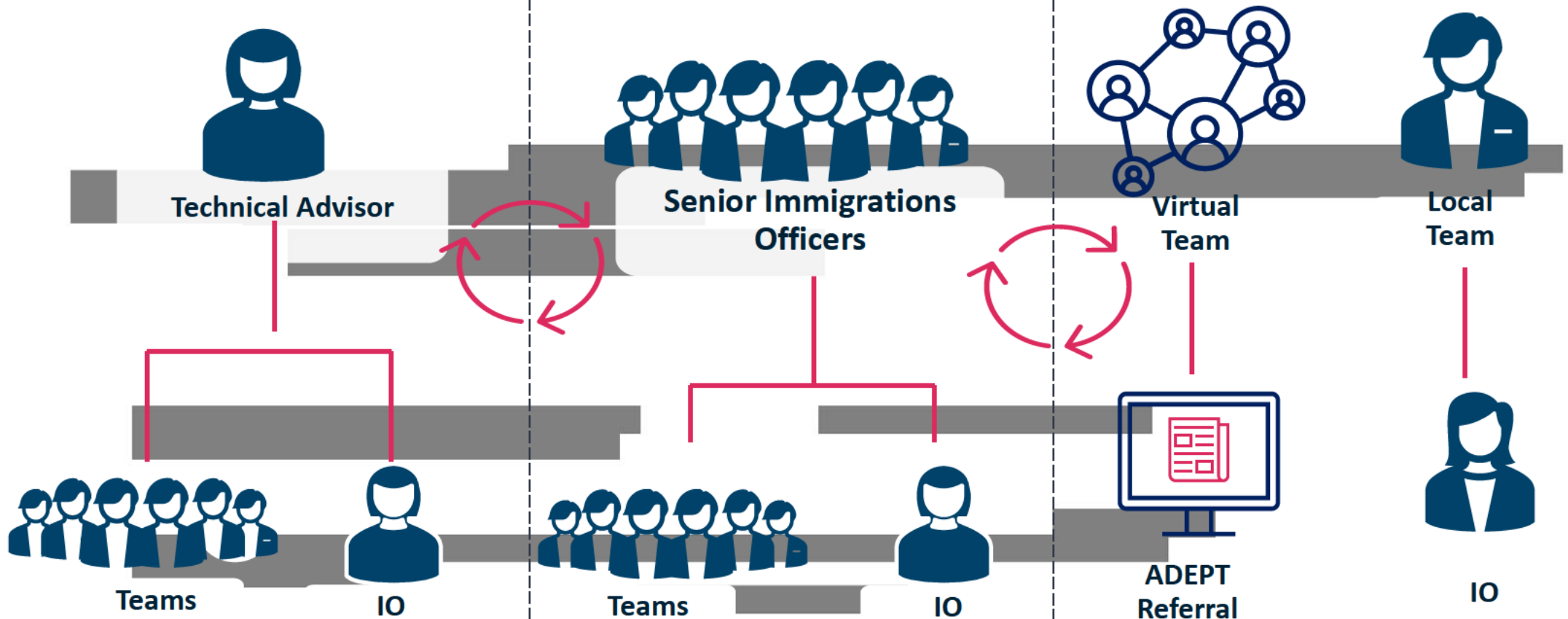


Enabling Support

Technical Advisors

Senior Immigration Officers

Verification Officers

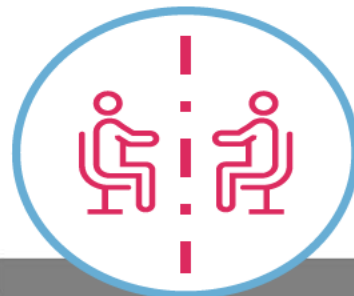


Enabling support



People Leaders

The people leaders are here to support you. Everyone respond to change differently. Ensure that you talk to your people leader so we can provide any support that's required.



Technical Advisors

We are fortunate that for some of our TAs, these changes are not new. The TAs will provide support in terms of questions, consultations, training, and ongoing capability training.



Senior Immigration Officers

Our SIOs will provide support in the form of buddying, coaching, and providing general guidance to the team or individuals.



Verification

Virtual Team – Will receive and respond to request raised through ADEPT.

Local Team – will continue to be available for any questions or on the floor support.



Questions

If an external stakeholder is reaching out with questions on the changes how should respond?

Please refer all enquires back to the website using the link Alison provided in her Monday comms or ICC. We will continue to update comms based on the feedback our engagement partners and ICC staff are receiving. A FAQ doc is currently being worked on to ensure consistent messaging is delivered from all branches of INZ.

Which teams are likely to move over to the new policy and when?

Team movements and discussions will continue next week. We want to communicate our plan once it's finalised so everyone has a clear idea of what it means for them.

It is said that the changes will impact AEWV processing times, does this mean our SOP timeframes will change?

New SOPs are expected to be published shortly. However, in terms of our existing SOPs relating to service standard timeframe i.e responding to emails and phones calls within 24-48hrs those are unlikely to change. We will be looking at all of our success measures in the near future to determine if any changes are needed.

In line with the new changes will there be any adjustments made to the success measures decisions and allocations per day?

Our main focus at the moment is to work down our current on hand. Once we start processing new policy applications we will set up a working group which will include observations, time trials, et. to establish fair and reasonable success measures.

It was mentioned that we are not likely to see decision ready applications, what will our threshold be? i.e are we going to hold onto application that are missing documents

We are currently working on our approach to non-decision ready applications. We expect confirmation regarding the proposed threshold to be released shortly. We need to ensure that both are internal and external stakeholders are aware of our threshold going forward.

We are wondering if they envisage there to be a significant decrease/reduction in applications given the changes. The government appears to be reducing the migration numbers – how will this impact us?

It's too early to say what impact the new changes will have on market behaviour. Over the next few months we should have a better idea. While applications volumes are expected to decrease, we also anticipate that we will spend more time processing an application.

How do we get involved/become a change champion?

We will be running a mini EOI process next week for change champions. We are looking for people who will be passionate, and positive about the changes who can help and support their colleagues through this period of change.