

Global Process Manual

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Accredited Employer work visa - Assess application

Date Published: 16 September 2025

Date Updated: 17 April 2026

Classification: UNCLASSIFIED

When to use

When an Accredited employer Work visa (AEWV) application has been assigned to you for assessment and the prerequisite checks (for AEWV) have been completed

This process should only be followed if:

- An AEWV application has been submitted by the applicant; and
- The application has been assigned to you to assess; and
- The application status is **Under assessment**

Note: If the application has not yet reached **Under assessment** status, discuss with your IM.

Role

- Immigration Officer

Guidelines

Accredited employer Work visa (AEWV) applications are submitted online by the applicant and are assessed by an Immigration officer in ADEPT using **application-based assessment**. This means that all assessment activities generated within the application will be allocated to a single officer to assess.

Steps

1. Determine if a full assessment of the employment agreement is required

The job check redesign changes that were implemented in September 2025 meant that employment agreements would not always be required or assessed at the job check gateway. As a result, more thorough checks of the employment agreement may be required at the work visa stage, where **specific risk indicators** are present.

This manual/interim check has been introduced to ensure that these **specific risk indicators** are addressed when assessing against the work visa requirements.

- Locate and open the **Documents** tab to review the employment agreement and any other relevant documents
- Check if there is an **AEWV Risk assessment activity** present. If one is present, check the risk rules that have been triggered and review the risk advice links.
- Check for active warnings against the applicant and the employer
- Check the **Risk and Risk monitoring activities** tab for any Risk activities/advice

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If	Then						
A risk rule is present that specifically outlines a requirement to check the employment agreement; or A warning is present that specifically relates to employment agreement and/or employment conditions; or There is risk advice on file that recommends or indicates that a more detailed check of the employment agreement is required	A full assessment of the employment agreement (as per WA4.10.1) is required Add a General note: <i>A full assessment of the employment agreement is required based on risk indicators that are present regarding the employment agreement/employment conditions</i> Note: RFI/PPI standard texts may need to be amended to align with the concern you have identified. In cases where no assessment concerns exist in the system, use a custom concern – see SOP Manually add a custom assessment concern in ADEPT Go to Step 2						
None of the above risk indicators are present	Check if the Minimum AEWV employment agreement requirements ² are met.						
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2. View assessment activities

Applications will only populate **Assessment activities** in response to manual assessments that the system has flagged for the officer to assess.

Click on the **Assessment activities and RFI tab**. Each **assessment activity** will have related assessment criteria that require further action/assessment.



3. Begin your initial assessment and review assessment criteria

From the list below, select the Assessment activities that are present in the application. A dropdown will appear with a list of Assessment criteria to be assessed. Click on the relevant assessment criteria to view each process (where required).

- ▶ [AEWV Assess Worker Eligibility \(Click to expand\)](#)
- ▶ [AEWV Job check Validation Assessment Criteria \(Click to expand\)](#)
- ▶ [Accreditation status change - Suspended or revoked \(Click to expand\)](#)

4. Undertake a manual assessment of the criteria present

- Consider generating the PowerBI report for each assessment activity to review the information provided by the applicant (see **Viewing Visa Application report** section of the user guide for additional guidance)
- Consider checking any **Additional document activities** or the applicant's **Document tab** for any other relevant information

Using the information above, assess the application against the **assessment criteria** and related immigration instructions.

5. Determine if a manual assessment of Maximum continuous stay (MCS) or visa duration is required

If	Then
A manual assessment of MCS and visa duration has been completed	Go to Step 6
A manual assessment of MCS and visa duration has not been completed	Follow Manual assessment of Maximum continuous stay(MCS) and visa duration assessment criteria (sub-process) ⓘ Go to Step 6

6. Resolve all assessment criteria

Following on from the initial assessment, complete the relevant fields for all assessment criteria and ensure clear, logical, and accurate rationale is provided in decision-making.

7. Raise manual assessment concerns (if required)

If you identify a concern that has not been addressed in the assessment activities or criteria above, raise a manual assessment concern to undertake further investigation and assessment of the concern.

- [WA4.10.20\(b\) Re-used job token applications only where the substantive AEWV application was made on or before 9 March 2025](#) ⓘ : If you have identified that the applicant's AEWV is for a specified occupation, where the rate of pay was below \$29.66. ⓘ

Note: If an assessment of medical insurance (for Peak seasonal visa applications) is required but has not been flagged for assessment by the system, raise a manual concern under WA4.13 to address this.

If...	Then...
A manual assessment concern is required	Follow Creating an assessment concern section in the user guide Go to Step 8
A manual assessment concern is not required	Go to Step 8

8. Review and assess other activities

If there are other **Assessment activities** present, ensure that these are assessed appropriately. Click on the **assessment activity** from the list below to view the process.

- [AEVV Risk Assessment activity](#)
- [Assess a Character assessment activity](#)
- [Change of Identity assessment activity](#)
- [Health related assessment criteria](#)

9. Complete the outcome field of assessment activities

See the **Completing an assessment activity** section of the user guide to ensure that all outcome fields have been completed correctly

Note: If an Assessment activity validation (AAV) is triggered in the system (based on the assessment of a risk activity), the application will not progress until the AAV is resolved

Outcome of assessment	Then	
All Instructions met; and No assessment concerns are present	Determine if a quality check is required Note: If you are unsure if a quality check is required, see a TA	
	If	Then
	Quality check required	Go to Step 12
	Quality check not required	Go to SOP Decide application (All gateways) End of process
Instructions not met; or Require further information	• Complete the outcome field as Require further info • Click Save and close Once the RFI/PPI activity has automatically generated, go to Step 10	

10. Undertake further action within the RFI/PPI activity

An RFI/PPI activity will be generated automatically by the system when:

- At least one of the **outcome** fields (of an assessment activity) have been completed with **Require further info**; or
- At least one assessment concern and/or system concern is present

Undertake further action/s based on the assessment concerns present. See **Other options available in an RFI/PPI activity** section in the user guide

Further actions could include:

- Addressing risk (i.e., Seeking further risk guidance)
- Sending an RFI/PPI letter to the applicant and reviewing the response (where appropriate)
- Consideration of an Exception to Instructions (ETI)
- Consideration a waiver
- No surprises fact sheet (NSFS)
- Determining if instructions are met based on new information
- Consider if the AEWV application should be postponed (see [Postpone an Accredited Employer Work Visa](#))

11. Complete the RFI/PPI activity

Review any new information provided in response to the actions taken above and complete your assessment to determine if the relevant instructions have been met.

Once the required actions have been undertaken, complete the fields in the RFI/PPI activity (see **Completing an RFI** section of the user guide)

12. Request a quality check (if required)

If...	Then...
A quality check is required Note: All high risk ETI decisions must be sent for a quality check	Follow SOP Request a Quality Check (IO) Note: For decline decisions – ensure the decline letter is drafted before QC is requested Go to SOP Decide application (All Accredited employer gateways) once Quality check is completed and resolved
A quality check is not required	Go to SOP Decide application (All Accredited employer gateways)

END

See Also

[Accredited Employer](#)

[Employer accreditation - Assess application](#)

[Job check - Assess application](#)

Decide application (All Accredited
employer gateways)

Suspension/Revocation

Post-decision processes (Accredited
employer)

Related Processes

Previous Procedures

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Job check - Assess application

Date Published: 16 October 2025

Date Updated: 02 April 2026

Classification: Unclassified

When to use

When a Job check (JC) application has been assigned to you for assessment.

Role

- Immigration Officer

Guidelines

Job check applications are submitted online by the employer and are assessed by an Immigration officer in ADEPT using application-based assessment. This means that all assessment activities generated within the application will be allocated to a single officer to assess.

Prerequisites

- A Job check application has been submitted; and
- The application has been assigned to you to assess; and
- The application status is Under assessment

Note: If the application has not yet reached Under assessment status, discuss with your IM.

Steps

1. View assessment activities

All Job check applications will have an **Assess Job check** assessment activity by default for the officer to manually assess. The system will only populate other **Assessment activities** in response to manual assessments that the system has flagged for the officer to assess.

Click on the **Assessment activities and RFI** tab and open the **Assess Job check** assessment activity. The Assess Job check assessment activity will have related **assessment criteria** that require further action/assessment.

General	Employer Details	Key People	Assessment Activities and RFI	Risk and Risk Monitoring Activities	Documents	Related ▾
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2. Begin your initial assessment and review assessment criteria

From the list below, select the relevant **Assessment criteria** to view each process.

Note: Assessment criteria have been grouped where processes are similar (i.e., the process may be the same for more than one criterion).
A reminder that the set of criteria that is surfaced for each application is not always the same and may differ based on system checks, default/standard settings and employer declarations.

- ▶ [Assess Job check - Full list of assessment criteria](#)

3. Undertake a manual assessment of the criteria present

- Review the information provided by the applicant (including the application form) by selecting the **Documents** tab and check for any **Additional document activities**
- Consider generating the assessment activity PowerBI report to review other relevant information

Using the information above, assess the application against the **assessment criteria** and related immigration instructions.

4. Resolve assessment criteria

Where appropriate, complete the **Instructions met** and **Reason** fields to ensure all assessment criteria have been marked correctly and that clear, logical and accurate rationale is provided to support decision making.

Note: Do not complete the outcome field of the Assess Job check assessment activity at this stage

5. Raise manual assessment concerns (if required)

If you identify a concern that has not been addressed in the assessment activities or criteria above, raise a manual assessment concern to undertake further investigation and assessment of the concern.

- [Assessing whether the requirements for the job are necessary to do the work WA3.20.1\(e\)\(i\)](#) ^②
- [The employer is included on the Labour Inspectorate or INZ stand-down list of non-compliant employers](#) ^②
- [A concern has been identified that could affect the employer's accreditation status WA3.10.5\(c\)](#) ^②
- [False and misleading information WA2.10.10\(c\)](#) ^②
- [There is adverse information identified regarding the employer's engagement with Work and Income](#) ^②

If...	Then...
A manual assessment concern is required	Follow Creating an assessment concern section in the user guide Go to Step 6
A manual assessment concern is not required	Go to Step 6

6. Review and assess other assessment activities

If there are other **Assessment activities** present, ensure that these are assessed appropriately (see **Complete an assessment activity** section of the user guide).

- **JC Risk assessment activity** (see [SOP Assess Risk and Conduct Verification](#))

- Additional document assessment activity

7. Complete assessment activities

Note: If an Assessment activity validation (AAV) is triggered in the system (based on the assessment of a high risk rule), the application will not progress until the AAV is resolved

Outcome of assessment	Then	
All Instructions met; and No assessment concerns are present	Determine if a quality check is required <i>Note: If you are unsure if a quality check is required, see a TA</i>	
	If	Then
	Quality check required	Go to Step 9
	Quality check not required	Go to SOP Decide Job check application End of process
Instructions not met; or Require further information	Complete the outcome field appropriately Go to Step 8	

8. Undertake further action within the RFI/PPI activity

An RFI/PPI activity will be generated automatically by the system when:

- At least one of the **outcome** fields (of an assessment activity) has been completed with **Require further info**; or
- At least one assessment concern is present

Undertake further action/s based on the assessment concerns present.

This could include:

- Addressing risk
- Determining if instructions are met
- Declining the application
- Sending an RFI/PPI letter to the applicant and reviewing the response (where appropriate)
 - Ensure that you have considered whether a phone call to the employer may be appropriate to clarify concerns with their declarations before sending an RFI/PPI
- Consideration of a JC waiver (see [Job Check Waiver](#))
- *At least one assessment concern (AAV)*

- no surprises fact sheet (1453)
- After RFI/PPI response has been received consider if a referral to revocationsuspensionEA@mbie.govt.nz is appropriate to ensure employer accreditation status is reviewed. See [Visa Pak 550](#) for referral process
- Consider if the job check application should be postponed (see [Postpone a Job Check](#))

Note: If an RFI/PPI letter was sent, and instructions appear not met, ensure the due date has passed before proceeding to the steps below

Once the required actions have been completed, go to **Step 9**

9. Request a quality check (if required)

If...	Then...
A quality check is required	Follow SOP Request a Quality check (IO) <i>Note: For decline decisions – ensure the decline letter is drafted before QC is requested</i> Go to SOP Decide Job check application once Quality check is completed and resolved
A quality check is not required	Go to SOP Decide Job check application

End of process

See Also

[Accredited Employer](#)

[Employer accreditation - Assess application](#)

[Accredited Employer work visa - Assess application](#)

[Decide application \(All Accredited employer gateways\)](#)

[Suspension/Revocation](#)

[Post-decision processes \(Accredited employer\)](#)

[Related Processes](#)

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Contents

Postpone a Job Check

When to use

When an employer accreditation application is put on hold, or their accreditation is suspended, all job check applications must be postponed.

Role

- Immigration Officer

Prerequisites

- Employer's accreditation with INZ is suspended
- Employer's accreditation application is put on hold.

Context

Employer accreditation may be suspended or an employer accreditation application may be put on hold for 3 months at a time, where an employer or their key persons:

- have an active investigation or case pending for any non-compliance that, if proven would result in the employer not meeting the requirements set out in [WA2.10.10\(a\) to \(i\)](#) , but before they have been prosecuted
- is being prosecuted, until there is an outcome of the prosecution

As a result of the:

- an employer accreditation being suspended or an accreditation application being put on hold, any job check applications being processed will need to be postponed

Note: employers with any approved job checks will not be able to use their job tokens to hire a migrant worker

The steps in this SOP include:

- postponing a job check application.

Steps

1. Note in ADEPT that the job check is to be postponed

- See [Employer Accreditation and Job Check User Guide](#) for guidance on adding notes into ADEPT.

If...	Then...
The employer accreditation is suspended	Note this in ADEPT Go to step 2
The employer accreditation application is put on hold	Note this in ADEPT, and Go to step 2

Note: Job checks can be suspended for 3 months at a time, in line with length of time that the employer accreditation is suspended or the accreditation application is on hold.

2. Await resolution of investigation, case pending or prosecution, and a decision on the status of the employer's accreditation

If...	Then...
INZ decides the employer accreditation is revoked	Go to Decline Job Check SOP <i>Note: when accreditation is revoked the employer will be advised that any job check applications they have submitted will be declined</i>
INZ decides the employer can remain accredited	Note this in ADEPT, and Continue processing the job check.

END

See Also

Related Processes

When information is received that an Accredited Employer Work Visa holder's employment has ceased

AEWC QC (employer accreditation, job check and work visa)

Cancel a Job token (Accredited employer)

Assess English AEVV (ANZSCO Skill Level 4-5) (WA4.12)

Reactivating the AEWV in ADEPT after a
label-less replace has been issued in AMS

Manually add a custom assessment
concern in ADEPT

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Date Published: 16 September 2025

Date Updated: 17 April 2026

Classification: UNCLASSIFIED

When to use

When an Accredited employer Work visa (AEWV) application has been assigned to you for assessment and the prerequisite checks (for AEWV) have been completed

This process should only be followed if:

- An AEWV application has been submitted by the applicant; and
- The application has been assigned to you to assess; and
- The application status is **Under assessment**

Note: If the application has not yet reached **Under assessment** status, discuss with your IM.

Role

- Immigration Officer

Guidelines

Accredited employer Work visa (AEWV) applications are submitted online by the applicant and are assessed by an Immigration officer in ADEPT using **application-based assessment**. This means that all assessment activities generated within the application will be allocated to a single officer to assess.

Steps

1. Determine if a full assessment of the employment agreement is required

The job check redesign changes that were implemented in September 2025 meant that employment agreements would not always be required or assessed at the job check gateway. As a result, more thorough checks of the employment agreement may be required at the work visa stage, where **specific risk indicators** are present.

This manual/interim check has been introduced to ensure that these **specific risk indicators** are addressed when assessing against the work visa requirements.

- Locate and open the **Documents** tab to review the employment agreement and any other relevant documents
- Check if there is an **AEWV Risk assessment activity** present. If one is present, check the risk rules that have been triggered and review the risk advice links.
- Check for active warnings against the applicant and the employer
- Check the **Risk and Risk monitoring activities** tab for any Risk activities/advice

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If	Then						
A risk rule is present that specifically outlines a requirement to check the employment agreement; or A warning is present that specifically relates to employment agreement and/or employment conditions; or There is risk advice on file that recommends or indicates that a more detailed check of the employment agreement is required	A full assessment of the employment agreement (as per WA4.10.1) is required Add a General note: <i>A full assessment of the employment agreement is required based on risk indicators that are present regarding the employment agreement/employment conditions</i> Note: RFI/PPI standard texts may need to be amended to align with the concern you have identified. In cases where no assessment concerns exist in the system, use a custom concern – see SOP Manually add a custom assessment concern in ADEPT Go to Step 2						
None of the above risk indicators are present	Check if the Minimum AEWV employment agreement requirements ² are met.						
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The minimum AEWV employment agreement requirements are not met	A full assessment of the employment agreement (as per WA4.10.1) is required - Add a General note: <i>Minimum AEWV Employment agreement requirements are assessed as not met and therefore, a full assessment of the employment agreement is required</i> Note: RFI/PPI standard texts may need to be amended to align with the concern you have identified. In cases where no assessment concerns exist in the system, use a custom concern - see SOP Manually add a custom assessment concern in ADEPT Go to Step 2						

2. View assessment activities

Applications will only populate **Assessment activities** in response to manual assessments that the system has flagged for the officer to assess.

Click on the **Assessment activities and RFI tab**. Each **assessment activity** will have related assessment criteria that require further action/assessment.



3. Begin your initial assessment and review assessment criteria

From the list below, select the Assessment activities that are present in the application. A dropdown will appear with a list of Assessment criteria to be assessed. Click on the relevant assessment criteria to view each process (where required).

- ▶ [AEWV Assess Worker Eligibility \(Click to expand\)](#)
- ▶ [AEWV Job check Validation Assessment Criteria \(Click to expand\)](#)
- ▶ [Accreditation status change - Suspended or revoked \(Click to expand\)](#)

4. Undertake a manual assessment of the criteria present

- Consider generating the PowerBI report for each assessment activity to review the information provided by the applicant (see **Viewing Visa Application report** section of the user guide for additional guidance)
- Consider checking any **Additional document activities** or the applicant's **Document tab** for any other relevant information

Using the information above, assess the application against the **assessment criteria** and related immigration instructions.

5. Determine if a manual assessment of Maximum continuous stay (MCS) or visa duration is required

If	Then
A manual assessment of MCS and visa duration has been completed	Go to Step 6
A manual assessment of MCS and visa duration has not been completed	Follow Manual assessment of Maximum continuous stay(MCS) and visa duration assessment criteria (sub-process) ⓘ Go to Step 6

6. Resolve all assessment criteria

Following on from the initial assessment, complete the relevant fields for all assessment criteria and ensure clear, logical, and accurate rationale is provided in decision-making.

7. Raise manual assessment concerns (if required)

If you identify a concern that has not been addressed in the assessment activities or criteria above, raise a manual assessment concern to undertake further investigation and assessment of the concern.

- [WA4.10.20\(b\) Re-used job token applications only where the substantive AEWV application was made on or before 9 March 2025](#) ⓘ : If you have identified that the applicant's AEWV is for a specified occupation, where the rate of pay was below \$29.66. ⓘ

Note: If an assessment of medical insurance (for Peak seasonal visa applications) is required but has not been flagged for assessment by the system, raise a manual concern under WA4.13 to address this.

If...	Then...
A manual assessment concern is required	Follow Creating an assessment concern section in the user guide Go to Step 8
A manual assessment concern is not required	Go to Step 8

8. Review and assess other activities

If there are other **Assessment activities** present, ensure that these are assessed appropriately. Click on the **assessment activity** from the list below to view the process.

- [AEVV Risk Assessment activity](#)
- [Assess a Character assessment activity](#)
- [Change of Identity assessment activity](#)
- [Health related assessment criteria](#)

9. Complete the outcome field of assessment activities

See the **Completing an assessment activity** section of the user guide to ensure that all outcome fields have been completed correctly

Note: If an Assessment activity validation (AAV) is triggered in the system (based on the assessment of a risk activity), the application will not progress until the AAV is resolved

Outcome of assessment	Then	
All Instructions met; and No assessment concerns are present	Determine if a quality check is required Note: If you are unsure if a quality check is required, see a TA	
	If	Then
	Quality check required	Go to Step 12
	Quality check not required	Go to SOP Decide application (All gateways) End of process
Instructions not met; or Require further information	• Complete the outcome field as Require further info • Click Save and close Once the RFI/PPI activity has automatically generated, go to Step 10	

10. Undertake further action within the RFI/PPI activity

An RFI/PPI activity will be generated automatically by the system when:

- At least one of the **outcome** fields (of an assessment activity) have been completed with **Require further info**; or
- At least one assessment concern and/or system concern is present

Undertake further action/s based on the assessment concerns present. See **Other options available in an RFI/PPI activity** section in the user guide

Further actions could include:

- Addressing risk (i.e., Seeking further risk guidance)
- Sending an RFI/PPI letter to the applicant and reviewing the response (where appropriate)
- Consideration of an Exception to Instructions (ETI)
- Consideration a waiver
- No surprises fact sheet (NSFS)
- Determining if instructions are met based on new information
- Consider if the AEWV application should be postponed (see [Postpone an Accredited Employer Work Visa](#))

11. Complete the RFI/PPI activity

Review any new information provided in response to the actions taken above and complete your assessment to determine if the relevant instructions have been met.

Once the required actions have been undertaken, complete the fields in the RFI/PPI activity (see [Completing an RFI](#) section of the user guide)

12. Request a quality check (if required)

If...	Then...
A quality check is required Note: All high risk ETI decisions must be sent for a quality check	Follow SOP Request a Quality Check (IO) Note: For decline decisions – ensure the decline letter is drafted before QC is requested Go to SOP Decide application (All Accredited employer gateways) once Quality check is completed and resolved
A quality check is not required	Go to SOP Decide application (All Accredited employer gateways)

END

See Also

[Accredited Employer](#)

[Employer accreditation - Assess application](#)

[Job check - Assess application](#)

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Decide application (All Accredited employer gateways)

Date Published: 29 September 2025

Date Updated: 02 April 2026

Classification: UNCLASSIFIED

When to use

When you have completed your assessment, and the Employer accreditation (EA), Job check (JC) or Accredited employer work visa (AEWV) application is ready to be decided.

Role

- Immigration Officer

Guidelines

EA, JC and AEWV applications are submitted online by the employer/applicant and are assessed by an Immigration officer in ADEPT using application-based assessment. This means that all assessment activities generated within the application will be allocated to a single officer to assess.

Prerequisites

- An EA, JC or AEWV application has been submitted by the employer/applicant; and
- The application has been assigned to you to assess; and
- The application status is Under assessment; and
- You have completed your assessment of the application in line with SOP – Assess application (EA/JC/AEWV)

Steps

1. Undertake further action to ensure that the application is decision ready

Review the scenarios below and undertake further action as required, before proceeding to **Step 2**

If	Then
A quality check was requested	• Ensure all steps in the SOP Request a Quality check (Immigration Officer) have been completed • Ensure that the Quality check has been completed (including any rework)

An RFI/PPI letter was sent to the employer/applicant	• Ensure the due date has passed before taking further action (if instructions still appear not met) • Check for any additional document activities or general notes that have been updated since the letter was sent
A risk was identified that should be noted in a warning/alert	• Ensure you add an appropriate warning/alert in AMS and ADEPT if none are present to address the risk ADEPT: Follow Adding Alerts and warnings section of the user guide AMS: Follow Add Border Alerts or Branch Warnings to Clients in AMS <i>Note: If there is an existing warning/alert relating to the risk you have identified, ensure that the information is updated</i>
The application was placed on hold	• Ensure you wait for the outcome of the investigation before proceeding to the steps below <i>Note: Discuss with your manager if you are unsure</i>
None of the above apply	Go to Step 2

2. Determine further action

If	Then
The application is to be approved	Go to Step 3
The application is to be declined	Ensure the content in the decline letter has been reviewed Go to Step 5

3. Check for warnings/alerts in AMS and ADEPT

A warning may have been added since the application was submitted.

In AMS: Follow [SOP Search a client in AMS](#) to locate the client record and check the Clt Alert tab for any active or relevant warnings (see [IAC 16-01](#) Guidelines on AMS for alerts and warnings for further information)

In ADEPT: See **Viewing Alerts and warnings** section of the [user guide](#) to ensure that all relevant warnings are addressed/mitigated

If	Then
A new warning/alert is present	• Where immigration risk is identified, the Immigration Officer must consider whether the risk can be appropriately mitigated. • Refer to the Employment-Related Resources section in the verification toolkit to assist when assessing employer risk • See SOP – Managing information warnings to determine if referral to Risk & Verification is required.

	Undertake further action to mitigate the warning before proceeding to Step 4 s6(c) [REDACTED]
No new warnings/alerts are present	Go to Step 4

4. Determine if Maximum continuous stay (MSC) and/or Visa duration assessment needs to be reviewed

If the application is	Then	
An EA application; or A JC application	Go to Step 5	
An AEWV application	- Consider if your assessment of MCS and Visa duration undertaken during your main assessment (i.e., During SOP Accredited Employer work visa - Assess application) is affected by the date that the application will be decided. - Follow SOP Review and/or create visa conditions to ensure the visa conditions are appropriate	
	If	Then
	MCS/Visa duration is affected by the date of decision	- Review the MCS/Visa duration calculation steps as per SOP Accredited Employer work visa - Assess application - Go to Step 5
	MCS/Visa duration is not affected by the date of decision	- Go to Step 5

5. Decide the application

- Consider whether instructions are met, and ensure all relevant considerations have been made
- If an RFI/PPI activity is present - Resolve all assessment concerns that are present (see user guide for functional steps)
- Proceed to decide the application

If...	Then...
The application is to be approved	Select Instructions met in the outcome field of the open assessment activity or RFI/PPI activity (if one is present).

	If...	Then...
	Deciding a JC application	Locate the Additional Decision Details section of the General tab of the application. Update the "Confirm Job Check decision details" field from no to yes.
	The system will proceed to approve the application and generate the approval letter/e-visa. Once the application is finalised in the system it will no longer appear on your dashboard.	
The application is to be declined	• Select Require further info in the outcome field of the eligibility assessment activity and/or • Select Instructions not met in the outcome field of the RFI/PPI activity. • Follow steps in the user guide to Decline an application	

END OF PROCESS

Note: If an Application finalisation assessment activity generates after an application has been approved follow SOP [Assess an Application](#)
[Finalisation assessment activity](#)

See Also

[Accredited Employer](#)

[Employer accreditation - Assess application](#)

[Job check - Assess application](#)

[Accredited Employer work visa - Assess application](#)

[Suspension/Revocation](#)

[Post-decision processes \(Accredited employer\)](#)

[Related Processes](#)

[Previous Procedures](#)

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OFFICIAL INFORMATION ACT

Assess English AEWV (ANZSCO Skill Level 4-5) (WA4.12)

Date Published: 7 August 2024
Date Updated: 29 May 2025
Classification: Unclassified

When to use

When assessing the English language ability of applicants for an Accredited Employer work visa application where their employment has been assessed at the Job Check as ANZSCO skill level 4 or 5 (excluding roles treated at a higher skill level under WA3.16(d)).

Role

- Immigration Officer

Guidelines

- AEWV applications must be declined if the applicant does not meet the minimum standard of English required.
- In any case, an immigration officer may require an applicant to provide an English language test result to determine whether the applicant meets the minimum standard of English. However, full consideration must be given to all evidence of English language ability provided before a decision to request an English language test is made. If such a test result is requested, the reason(s) behind the decision must be clearly documented and conveyed to the applicant.

Prerequisites

- Entry into this process is from SOP [▶AEWV Assess worker eligibility](#) to assess the applicant against the English language requirements at [WA4.12](#) ; and
- It has been determined that the applicant's role is consistent with an ANZSCO skill level 4-5 role (excluding roles treated at a higher skill level under WA3.16(d)).

Note: For applications submitted from 25 May 2025 that require an assessment against English language requirements, the applicant's responses to the relevant questions in the application form will now be visible in the English language requirements section. This can be accessed from the Education and employer tab from the client record. Alternatively, this information can also be accessed via the PowerBI report generated from within the Assess worker eligibility assessment activity and selecting the English language tab.

Steps

1. Check the application declaration and all available information provided by the applicant regarding the English language requirements to determine how the applicant is claiming to meet the minimum standard of English

If the applicant ...	Then...
----------------------	---------

Has provided an English language test result from a provider set out in WA4.12.5	Go to Step 2 .
Is claiming to meet the requirements through citizenship of Canada, Ireland, the United Kingdom (UK) or United States of America (USA); or Has worked or studied in Australia or New Zealand for at least five years WA4.12.1(b)(i)	Go to Step 4 .
Is claiming to meet the requirements by holding an applicable qualification	Go to Step 5 .
Is claiming that they do not meet the English language requirements; and	Go to Step 7 .
Is claiming to have been assessed as meeting English requirements in a previous application	Go to Step 6a .

2. Check whether the test result is valid

If, at the time the application was lodged, the English language test result was...	Then...
More than two years old	Go to Step 4 to determine whether they can meet the English language requirement through other means.
No more than two years old	Go to next step .

3. Check whether the test type and result are acceptable

Refer to the requirements for acceptable English language test results for applicants as set out at WA4.12.5.

If the test and result is...	Then...
Acceptable	English language requirements are considered met. Go to Step 6 .
Not acceptable	Continue to next step to determine whether they

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	can meet the English language requirement through other means.
--	--

Note: If verification of an English Language test is required, consult with your local Technical Advisor Team. See SOP - [Verification of English language tests](#).

4. Determine whether the applicant meets the criteria to have their language ability recognised through citizenship

An applicant may demonstrate meeting the minimum standard of English through citizenship of one of the following countries, provided they have spent (and provided evidence of) at least five years in work or education in one or more of those countries or Australia or New Zealand:

- Canada
- Ireland
- UK
- USA

If the applicant...	Then...
Meets the requirements above	English language requirements are considered met. Go to Step 6 .
Does not meet the requirements above	Continue to next step to determine whether they can meet the English language requirement through study towards a qualification.

5. Determine whether the applicant meets the criteria to have their language ability recognised through a qualification

An applicant may demonstrate meeting the minimum standard of English through holding certain qualifications.

5a. Check where the qualification was obtained:

If the qualification was obtained...	Then...
In: • Australia • Canada • New Zealand • Ireland • UK • USA Note: To meet this requirement, the applicant must have studied 'in the country' (i.e., Not by remote correspondence)	Continue to Step 5(b) to determine how the qualification is recognised.
In another country	The applicant does not appear to meet any English language criteria.

Go to **Step 6.**

5b. Check the level of the qualification

If the qualification is comparable to...	Then...
A New Zealand level 7 Bachelor's degree and the applicant studied towards that qualification for at least two academic years in one or more of these countries: • Australia • Canada • New Zealand • Ireland • UK • USA	English language requirements are considered met. Go to Step 6.
A New Zealand qualification at level 8 or above and the PA studied towards that qualification for at least one academic year in one or more of: • Australia • Canada • New Zealand • Ireland • UK • USA	English language requirements are considered met. Go to Step 6.
Neither of the above criteria appear to be met	The applicant does not appear to meet any English language criteria. Go to Step 6.

6. Determine if further checks are required

If...	Then...
The applicant meets English language requirements based on one of the checks above	Go to Step 7
The applicant does not meet English language requirements based on one of the checks above	Go to Step 6a.

6a. Check if the applicant has previously been assessed as meeting English language requirements for an application

If...	Then...
-------	---------

The applicant has been assessed as meeting English requirements in a previous application	English language requirements are considered met. Go to Step 7 .
The applicant has not been assessed as meeting English requirements in a previous application	The applicant does not appear to meet any English language criteria. Go to Step 7

7. Record the outcome of the English language assessment

Ensure that all possible avenues have been considered (i.e. English language test result, citizenship, qualification) before making a determination on English language ability.

If it has been determined that	Then...
The applicant meets the English language requirements	- Mark the Instructions met field as Yes - In the reason field record the decision rationale END
The applicant does not meet the English language requirements	- Mark the Instructions met field as No - Select RFI/PPI as the recommended action to create an assessment concern. - In the reason field record the decision rationale Note: If there is no relevant assessment criterion present, you will need to manually add the relevant assessment concern. See SOP Manually add an assessment concern END

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END

See Also

[Related Processes](#)

When information is received that an Accredited Employer Work Visa holder's employment has ceased

AEWC QC (employer accreditation, job check and work visa)

Cancel a Job token (Accredited employer)

Postpone a Job Check

Reactivating the AEWV in ADEPT after a label-less replace has been issued in AMS

Manually add a custom assessment concern in ADEPT

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Global Process Manual

Assess reconsideration request for an employer accreditation or Job check application

Date Published: March 2024

Date Updated: 30 April 2025

Classification: Unclassified

When to use

- When an employer has had their employer accreditation (EA) or Job Check (JC) application declined, and
- The employer has subsequently submitted a request for the decline decision to be reconsidered.

Role

- Immigration Officer

Prerequisites

- An Employer accreditation or Job check application must have been declined; and
- A reconsideration request has been submitted by the employer; and
- The reconsideration request has been accepted and allocation for reassessment; and
- The officer assessing the reconsideration must not be the same officer who declined the original application and must be of equal grade or senior to the one who made the decision (E7.35.1(b))

Context

There is no statutory right of appeal against the decision to decline an Employer accreditation or Job Check application under [WA2.40.1](#) (EA) or [WA3.55](#) (JC) respectively.

Employers can request a reconsideration of INZ's decision to decline their EA or JC application however, the request must first be approved by an Immigration Manager before it is reconsidered and reassessed by an Immigration officer.

Steps

1. Determine if the reconsideration request has been submitted within the required timeframe [WA2.40.1\(b\)](#) and [WA3.55\(b\)](#)

INZ may reconsider an Employer accreditation or Job Check application where the reconsideration request is made within 14 calendar days of the date of decision on the application.

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If...	Then...
The employer submitted the reconsideration request within 14 calendar days of the date of decision	Go to Step 2
The employer did not submit the reconsideration request within 14 calendar days of the date of decision Note: In some cases, an exception can be made to the 14-day timeframe. If an exception applies, you should have been made aware. If you are unsure, see your IM.	WA2.40.1(b) or WA3.55(b) is assessed as not met Refer to the Decline a Request for Reconsideration section of the ADEPT User Guide) END

2. Decide whether to assess new information or change of circumstance

- INZ is not obliged to consider new information that is provided with a request for reconsideration, or a change in circumstance that occurred after the employer application was made.
- Consider whether any new information provided with the employer's reconsideration request, or changes in the employer's circumstances should be considered as part of this reconsideration or should be a part of a new employer accreditation or job check application.

If...	Then...
the new information provided with the reconsideration request is minimal and is not likely to require a significant amount of time to reconsider the decision For example: If the original application was declined based on missing documents or information that was available to the employer but not provided at the time of assessment	Consider the new information Go to Step 3
the change in circumstances occurred while the original application was being processed by INZ and the employer could not have advised INZ of the change before INZ declined the original application	
the new information is substantial but could have been provided at the time the original application was made Note: For example, if an original application was declined because the employer did not have regular checks with AEWV holders placed in a triangular employment arrangements. If the employer did not originally provide an employment policy and has now submitted one, it is unlikely to be considered under a reconsideration	Decline application for reconsideration and inform the employer that they need to submit a new application for accreditation Refer to the Decline a Request for Reconsideration section of the ADEPT User Guide END

the change in circumstances occurred while the original application was being processed by INZ and the employer **could have advised** INZ of the change before INZ declined the original application

the change in circumstances occurred after the original accreditation application was made
(E.g., The original application was declined due to advertising requirements and the employer has submitted new advertising evidence with the reconsideration that was obtained since the original application was made)

3. Assess reconsideration application

- Consider whether the employer now meets the requirements at WA2 for employer accreditation or WA3 for job check applications as set out in the INZ Operational Manual (assessed against instructions that applied to the original application, as well as against an 'exception to instructions' consideration (see E7.10(b)) , including consideration of:
 - the reason for the original decline decision
 - existing information assessed in the original application
 - new information provided with the reconsideration application
 - employer immigration risks that are relevant to the original application
 - whether existing or new information addresses those immigration risks.
- Considering the information reviewed above against the decline reason, determine if the employer now meets the requirements for employer accreditation or job check.

See the SOPs below for additional guidance

- [Assess Employer Accreditation and Renewal of Accreditation](#)
- [Assess Job Check](#)

If...	Then...
The instructional requirements at WA2 (EA) or WA3 (JC) are now met	Go to Step 4 .
The instructional requirements at WA2 (EA) or WA3 (JC) are not met	Consider whether a waiver should be considered under WA2.40(c) Go to Step 4 .

4. Decide reconsideration application

- Consider all information and decide whether the decline decision is upheld.

If...	Then...	
The decision is to overturn the decline decision and approve the application (both EA and JC)	Send the e-visa letter to communicate that the application has now been approved - Add an application note to record the reason (<i>i.e., Reconsideration- Overturned due to new information; Reconsideration - Overturned due to INZ error or - Reconsideration – Declined</i>) - Ensure the reconsideration assessment is recorded - Refer to the Approve a Request for Consideration section of the ADEPT User Guide END	
The decision is to uphold the original decline decision for a JC application	Send reconsideration decision letter upholding original decision to decline the application Refer to the Decline a Request for Reconsideration section of the ADEPT User Guide END	
The decision is to uphold the original decline decision for an EA application	Determine further action	
	If...	Then...
	It has been determined that a waiver is appropriate in line with WA2.40(c)	Follow SOP Employer accreditation waiver and refer to the Approve a Request for Consideration section of the ADEPT User Guide END
	It has been determined that a waiver is not appropriate in line with WA2.40(c)	Send reconsideration decision letter upholding original decision to decline the application Refer to the Decline a Request for Reconsideration section of the ADEPT User Guide END

END

See Also

[Post-decision processes \(Accredited employer\)](#)

[Varying Conditions for Accredited Employer Work Visa Holders \(when an](#)

Employer work visa holders (when an

employer corrects accreditation status
and moves to triangular accreditation)
and republishing in ADEPT

Job Change assessment process - Varying
an Accredited Employer work visa

Job change - Varying an Accredited
Employer work visa to a new employer
following a business sale or restructure

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Job change - Varying an Accredited Employer work visa to a new employer following a business sale or restructure

Date Published: 20 November 2024

Date Updated: 8 December 2025

Classification: Unclassified

When to use

When an applicant has applied to vary their Accredited Employer Work Visa (AEWV) conditions as the employing entity has changed due to the sale of the business or a restructure.

Role

- Immigration Officer (IO)

Guidelines

When an AEWV is issued, the visa conditions are role, location, and employer specific. When an accredited employer either sells their business or undergoes a restructure that results in a new employing entity (or New Zealand Business Number (NZBN)), the affected AEWV holders are required to vary their conditions to reflect the new name of the employing entity.

Under the previous policy, in order to undertake the job change assessment, the new employing entity had to hold accreditation and have undertaken job checks before the variation could be granted.

Recent changes to the AEWV policy will allow the applicant to apply to vary their conditions as long as the new employing entity has submitted an application for Employer accreditation.

Related Resources

[Accredited Employer Work Visa \(AEWV\) Job Change Lodgement](#)

[Accredited Employer Work Visa \(AEWV\) Job Change Assessment](#)

Prerequisites

- Applicant has submitted a request to Vary the conditions of their AEWV; and
- The reason for the request is due to their current employer either selling the business or a restructure

Steps

1. Allocate Job Change application in AMS from the queue 'Queue, AEWV VOCs Interim

2. Locate application in Plone

- Log in to the Plone repository
- Copy and paste the reference number from AMS into the Plone search function

3. Review all available information

- Check that the applicant has submitted the appropriate application form
- Determine the reason for the job change request
- Open the application form and find the details of the new employing identity
- Open the Job change assessment template and start completing the relevant fields

Note: Applications must be made using the appropriate INZ application form as per E3.26.1.21(c)

4. Open the employer's record (new employing entity) in ADEPT

- Log in to ADEPT
- Search for the employer by clicking the search button in the top right of the screen, typing in the name of the employer or the NZBN

5. Check if the employer has submitted an application for Employer Accreditation (EA) under the new employing entity

If...	Then...
The new employing entity has submitted an application for EA; and EA application has been approved	• Check that the employer has applied for or holds the correct accreditation • If the employer needs/wants to upgrade to high volume accreditation – the job change should be placed on hold • See Visa Pak 633 Clarification on Job changes for Business sale or restructure instructions Go to Step 7
The new employing entity has submitted an application for EA; and EA application is in progress	• Check that the employer has applied for or holds the correct accreditation • If the employer needs/wants to upgrade to high volume accreditation - the job change should be placed on hold • See Visa Pak 633 Clarification on Job changes for Business sale or restructure instructions Go to Step 6

The new employing entity has submitted an application for EA; and The application has been declined	The streamlined job change process is not appropriate. Note the concern in the assessment template. Send PPI letter for not meeting E3.26.1.21(b)(i) and E3.26.1.20(b) END
The new employing entity has not submitted an application for EA	The streamlined job change process is not appropriate. Note the concern in the assessment template. Send PPI letter for not meeting E3.26.1.21(b)(i) and E3.26.1.20(b) END

6. Determine if there are any concerns present regarding the employer

Review the criteria table below to determine if the job change request should be paused until the concern is mitigated

Criteria	Description
Employer's accreditation recently revoked	Accreditation revoked within the past 12 months from the time the application was made, and the employer has not been granted accreditation since.
Employer being prosecuted	For immigration or employment related non-compliance
Employer under active investigation	Currently being investigated as confirmed with R&V, Investigations.
Credible evidence of poor employment practices	Includes system warnings indicating migrant exploitation.
EA case manager has identified concerns.	Concerns have been raised with the employer through RFI/PPI. Pause while awaiting resolution of concerns i.e. if a PPI or RFI has been sent.

If	Then
No concerns are identified based on the criteria above	Go to Step 7
At least one concern is	Go to Step 6a

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identified based on the criteria above	
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6a. Review mitigating factors

Before pausing the job change request, consider the mitigating factors below:

Factor	Description
Corrective actions taken	Employer has addressed concerns (e.g. investigation concluded, employer has been granted subsequent accreditation)
Time elapsed since non-compliance	Consider how long ago the issue occurred
Isolated incident	Whether the issue was a one-off or part of a pattern
Impact and harm	Assess the severity and consequences of the non-compliance, including any potential harm if migrants work for the new entity

If after reviewing the mitigating factors	Then	
The concern has been mitigated	Go to Step 7	
The concern remains	Pause the processing of this request until the concerns have been resolved/mitigated	
	If	Then
	After further verification or investigation, the concerns remain unresolved	Proceed to PPI
	After further verification or investigation, the concerns are mitigated	Go to Step 7

7. Review the reason for the Job change request E3.26.1.21(b)

Check the available information to determine if the applicant:

- Has requested a job change due to the previous employer confirming that they are rehiring or transferring the applicant's employment to the new entity; and
- Has been offered at least the same rate of pay, or salary than what they are currently receiving for performing the role; and
- Is remaining in the same role and location

is remaining in the same role and location

If...	Then...
The requirements at E3.26.1.21(b) are assessed as met	Approve the job change and issue e-visa label. END of process
The requirements at E3.26.1.21(b) are assessed as not met	The streamlined job change process is not appropriate. Note the concern in the assessment template. Send PPI letter for not meeting E3.26.1.21(b)

END OF PROCESS

See Also

[Post-decision processes \(Accredited employer\)](#)

[Assess reconsideration request for an employer accreditation or Job check application](#)

[Varying Conditions for Accredited Employer Work Visa Holders \(when an employer corrects accreditation status and moves to triangular accreditation\) and republishing in ADEPT](#)

[Job Change assessment process - Varying an Accredited Employer work visa](#)

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Global Process Manual

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Varying Conditions for Accredited Employer Work Visa Holders (when an employer corrects accreditation status and moves to triangular accreditation) and republishing in ADEPT

Date Published: 11 September 2024

Date updated: 23 December 2025

Classification: Unclassified

When to use

After approving a Triangular Employer Accreditation application for an employer who previously held, and has supported workers under, a different accreditation type but should have held triangular accreditation.

Role

- Immigration Officer

Prerequisites

- Employer previously held Standard, High Volume or Franchisee Accreditation type and has transitioned to Triangular Accreditation.
- Employer has supported work visa holders where the associated job check applications involved the employee being placed in a triangular employment arrangement while they held Standard, High Volume or Franchisee Accreditation.

Important note: The visas for any applicable employees need to be republished immediately after approving the employer's accreditation application to avoid any breach of visa conditions.

Steps

1. Inform the employer that we are varying the conditions of their approved work visa holders to match the change in accreditation status

- Under the General tab of the employer's most recently approved accreditation application, click on the Primary Contact. This will take you to the contact information.
- Click on the envelope next to the email address to create the email.
- Use the Business Name and 'Accredited Employer Work Visa' as the subject of the email.
- Copy and paste blurb below:

Dear [Business name],

As you may be aware, when an Accredited Employer Work Visa (AEWV) is issued to an employee of a non-triangular employer, a condition is included on their work visa which states that they 'may not be placed in a triangular employment arrangement with a controlling third party'.

As you have recently transitioned to holding Triangular Accredited Employer status, we will be varying the work visa conditions of your employee/s who hold AEWVs (and have the relevant clause in their employment agreement which allows them to be placed with a controlling third party) by replacing the above condition with the following - 'may be placed in a triangular employment arrangement with a controlling third party.'

No action is required from you or your employee/s and there is no fee associated with this variation of conditions. Immigration New Zealand will initiate the variation of conditions, under section 52(2) of the Immigration Act, on behalf of your employee/s who hold AEWVs.

Once the variation of conditions has been completed in our system, your employees will receive an email advising them of the change.

If you have not already discussed your change in accreditation status with your employees, we encourage you to do so to avoid any unnecessary confusion when they receive notification of the change in visa conditions.

Regards

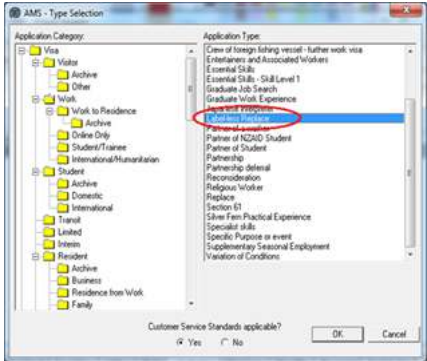
Immigration New Zealand

- Send email.
- Paste the email sent to the employer under the **General Notes of the Employer's account**.

2. Check all work visa applications approved for the employer while they held standard/high volume/franchisee accreditation

- Click on **Job Tokens** tab in the employer account.
- Scroll down to **Consumed Job Tokens**.
- Click on the **Visa** column heading.
- Select **Filter By – Contains – Work Visa**.
- Click **Apply**. This will display all work visas approved for the employer when they held the previous accreditation type/s.
- Review the approved work visas to determine status and whether republish is required.

If...	Then...	
The Reactivate Visa toggle is set to ' No '	Check status reason	
	If...	Then...
	Status reason is 'Active'	Go to Step 3
	Status reason is 'Expired'	Do not continue with the republish process END OF SOP
The Reactivate Visa toggle is set to ' Yes '	Check AMS to determine clients' visa status and next steps.	
	If...	Then...
	Client has been issued a label-less replace to replace	Check Step 3 to determine whether the employee can be placed with a controlling third party. If yes: Issue a new label-less replace in AMS with the correct conditions:

	the visa you are wanting to republish, and it is still valid/current	- Raise the application in AMS as a 'Work - Label-less Replace' (no fee is required)  - Follow SOP Create a new application - Complete lodgement requirements - Add the following AMS note against the application: <i>On xx date, PA's employer changed their accreditation status to 'Triangular'.</i> - Ensure visa conditions match previous label-less replace and add the condition 'may be placed in a triangular employment arrangement with a controlling third party' - Issue visa in AMS. See SOP Approve application (issue visa and notify applicant) - Go to Steps 5 and 6 and use note and email blurbs to paste into AMS and ADEPT and to send email to the client.
	Client as been issued another visa either in ADEPT or AMS	Do not continue with the republish process. END OF SOP

Note: Do not refer to republishing advice in the ADEPT user guide. The instructions in the ADEPT user guide on republishing do not cover this situation.

3. Check the approved Accredited employer work visa to determine whether the employment agreement confirms that the employee may be placed in a triangular employment arrangement

If...	Then...
The employment agreement has a clause allowing the employee to be placed with a controlling third party/work in a triangular employment arrangement	Go to next step
The employment	END of SOP

agreement does not have	
a clause allowing the employee to be placed with a controlling third party/work in a triangular employment arrangement	Advise employer that visas will not be republished to include the condition for any employee who does not have this clause in their employment agreement.

4. Republish the work visa/s in ADEPT

When you republish, the ADEPT system will not automatically update/add the condition that the employee may be placed in a triangular employment arrangement. You will need to manually remove the 'May not be placed in a triangular arrangement with a controlling third party' condition and add the 'May be placed in a triangular arrangement with a controlling third party' condition.

- You may also need to update the visa details related to travel, entry, and stay in New Zealand. If you edit these details, you will need to do two republishes. The first will apply travel and stay visa conditions based on the visa details you changed, and the second will apply the triangular agreement visa condition. Click on the **Related** tab of the visa application and choose **Visas** in the dropdown menu.
- Click on the visa record.
- Check whether the letter template needs updating. Check the **Letter Template** field and if the template is not **Work Visa** or **Work Visa ASH with conditions**, remove the letter template by selecting the 'x', then enter and select either **Work Visa** or **Work Visa ASH with conditions**. If the letter template is **Work Visa** or **Work Visa ASH with conditions**, then leave it as is.

If the client was...	When republishing...
Offshore when the visa was issued and has never entered NZ to activate their visa	You do not need to edit the travel, entry or stay visa details section. Continue to follow the sub steps below to edit the triangular employment arrangement condition
Offshore when the visa was issued and has since entered NZ and activated their visa OR The applicant was onshore when the visa was issued	Check the visa details section and edit if required to ensure that: - The Travel to NZ Condition field is set to Specified Date - The Expiry Date Travel (date) field has the correct date - The Months allowed to travel to NZ field is blank - The Stay in NZ Condition field is set to Specified Date - The Expiry Date Stay (date) field has the correct date - The Months allowed to stay during each visit field is blank - The First Entry Before Condition field is set to None - The First Entry Before field is blank If you edited any of the above fields, then you need to republish the visa so that the system can apply the relevant travel and stay visa conditions. - Set Refresh linked condition collection to Yes - Click on downward arrow next to Published on top right corner of the screen. - Click again on downward arrow next to Published (beside Internal Status), select Republish. - Click on the magnifying glass – select Other as your Republish Reason. - Click Save. - Wait until the visa is republished before proceeding. This process can take up to 30 minutes, Change the May be/May not be placed in a triangular arrangement with a controlling third party visa condition manually: - Go to the Related tab > Linked Condition Collections.

	• Deactivate the AEWV not triangular approval condition collection. • Then add the AEWV triangular approval condition collection. • Select ‘No’ to Refresh Linked Condition Collection. • Click on downward arrow next to Published on top right corner of the screen. • Click again on downward arrow next to Published (beside Internal Status), select Republish. • Click on the magnifying glass – select Other as your Republish Reason. • Click Save.
--	---

5. Record the reason for republish against the work visa application

Paste the following blurb under the general notes section of the application:

VOC GRANTED

A variation of conditions is being granted under S52(2) of the Immigration Act to replace the holder’s previous work visa which was granted with the condition ‘May not be placed in a triangular employment arrangement with a controlling third party.’

This condition no longer applies to the holder as their employer has now transitioned to holding triangular accreditation and the employment agreement allows the employee to be placed with a controlling third party.

To reflect the employer’s change in accreditation status the condition ‘May not be placed in a triangular employment arrangement with a controlling third party’ has been replaced with the condition ‘May be placed in a triangular employment arrangement with a controlling third party.’

In this instance the variation of condition has been actioned by Immigration New Zealand without first seeking agreement of the visa holders as the variation does not disadvantage the visa holder. In the interests of fairness, and because it appears that an application to vary conditions based on a change to employer accreditation status is not available under instructions, visa holders have not been asked to apply for variations in the normal manner.

The variation of the conditions is being actioned through the re-publish function in ADEPT. The applicant will be advised by email of the changes being made and advised to view their online account for a copy of the updated approval letter.

All other work visa conditions remain the same.

6. Send email to client informing them of the VOC.

- Use the applicant’s email address.
- If the applicant had submitted the application on their own, the primary contact email address shown in the screenshot above will likely be the applicant’s email.
- If a representative submitted the application on behalf of the applicant, obtain the applicant’s email address from the Contact details section in the application form.
- If the applicant’s email address is not found in the primary contact email address details, or in the application form, you are required to take the necessary steps to obtain this, such as contacting the employer.

Note: If we are contacting applicants post approval (as is the case with this process), we should contact the applicant directly, not the representative declared with the application.

Note: Check that the republished work visa letter on ADEPT has the correct conditions before notifying the client of the VOC.

- Send email including the blurb below:

Kia ora

nu uu,

Your employer recently changed their Employer Accreditation status to 'Triangular', which means we have made a change to the conditions of your current Accredited Employer Work visa.

The 'triangular employment' condition on your work visa will be changed from 'may not be placed in a triangular employment arrangement with a controlling third party' to 'may be placed in a triangular employment arrangement with a controlling third party'.

You do not need to do anything in relation to this change. We have updated the condition on your work visa on your behalf under section 52(2) of the Immigration Act.

All other conditions on your visa remain the same. A new Accredited Employer Work Visa approval letter which contains this changed condition can be found in your Immigration online account.

More information about the different Accredited Employer statuses can be found on the Immigration New Zealand website.

- Paste a copy of the email to client under the general notes of the work visa application.

END

See Also

[Post-decision processes \(Accredited employer\)](#)

[Assess reconsideration request for an employer accreditation or Job check application](#)

[Job Change assessment process - Varying an Accredited Employer work visa](#)

[Job change - Varying an Accredited Employer work visa to a new employer following a business sale or restructure](#)

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Search

You are here: [Temporary Entry](#) > [Work Visa](#) > [Accredited Employer](#) > [Post-decision processes \(Accredited employer\)](#) > [Job Change assessment process - Varying an Accredited Employer work visa](#)

Job Change assessment process - Varying an Accredited Employer work visa

Date Published: 7 August 2024

Date Updated: 29 January 2026

Classification: In-Confidence

When to use:

- When an applicant has applied to vary their Accredited Employer Work Visa (AEWV) conditions

Role

- Immigration Officer

Assessment Template

[AEWV Job Change VAT](#)

Prerequisites

- Applicant has submitted a request to vary the conditions of their AEWV; and
- The reason for the request is not due to their current employer either selling the business or a restructure

Note: If the applicant has applied to vary their Accredited Employer Work Visa (AEWV) conditions as the employing entity has changed due to the sale of the business or a restructure, follow [Job change assessment process - Varying an Accredited Employer work visa to a new employer following a business sale or restructure](#).

Steps

1. Allocate Job Change application in AMS from the queue 'Queue, AEWV VOCs Interim'
2. Locate application in Plone
 - Log in to the Plone repository
 - Copy and paste the reference number from AMS into the Plone search function
3. Use ADEPT to confirm the employer holds valid job token
 - Log in to ADEPT
 - Search for the employer by clicking the search button in the top right of the screen, typing in the name of the employer, then searching for the employer

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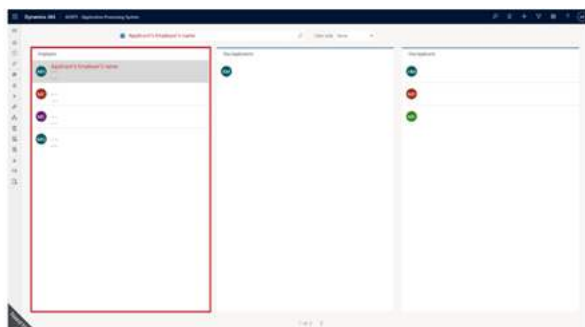
- Alternatively, you can enter the new Job Check number in the search function and click on the 'business' hyperlink to take you to the employer page.

Note: TO return a result based on a value being contained within a search (wildcard search), you must start the search with an asterisk (*), e.g.:

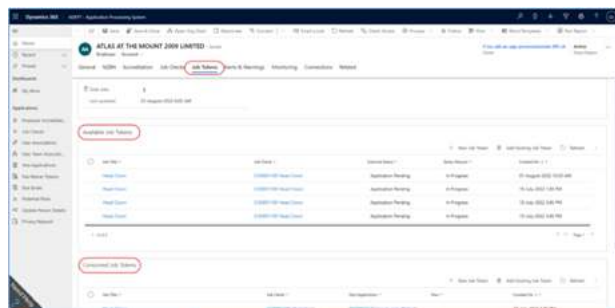
- "*George" will return results that contain the name "George",
- "George" will only return a result that begins with "George".



- In the 'Employers' section of the results, click on the employer link to open the employer record



- To check the employer has available Job Tokens click on the **Job Tokens** tab



On this screen, you can see three sections:

- Total Jobs and Last updated: number of total job tokens that has been approved for this employer
- Available tokens: the tokens issues for this employer that has not yet been consumed.
- Consumed tokens: the token consumed (used for an application that is already submitted)

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Note: The status you want to see to progress the VOC is "Available".

If	Then...	
There appears to be no 'available' token	Send PPI letter to the client	
If the employer appears to have 'available' job tokens	- Check if a token has been sent to the applicant by navigating to the Job check to view Active job tokens .	
	If	Then
	The candidate name listed against the available token matches the applicant's name; and The external status of the token is either Request sent or Application pending	This token will need to be withdrawn. - Change the External status of the token to Withdrawn - Consider notifying the applicant and/or employer to let them know that the token has been withdrawn to progress the job change request Go to Step 4
	Any other scenario	Go to Step 4

Note, that, although not consumed, the token may be already used for an application that is not yet submitted (status of 'Application Pending'). As soon as the application is submitted, the token will be consumed. If you check the pending status of the token and the applicant's information is the same as your VOC applicant you can continue to use the token (the employer may have sent them the token link in error – the link can only be used to lodge a full AEWV application) If it is a different applicant you cannot use this and must PPI

4. Check which AEWV pathway the job token was approved under (e.g., Regular AEWV, Peak seasonal visa or Global workforce seasonal visa)

Review the information on file to determine what the AEWV holder is requesting to vary

If	Then...
The AEWV holder is applying to vary their conditions in line with the same AEWV pathway as the approved job token	Go to Step 5
The AEWV holder is applying to vary their conditions in line with a different AEWV pathway as the approved job token	Send PPI letter for not meeting E3.26.1.20(e)

5. Determine if an assessment against the Minimum skills threshold (MST) is required

If	Then...
The applicant is applying under	An assessment against the MST is not required

the regular AEWV pathway	Go to Step 6	
The applicant is applying under the regular Global Workforce Seasonal visa or Peak Seasonal Visa pathway	An assessment against the MST is required as per E3.26.1.20(f). Follow SOP ► Meets the Minimum skills threshold	
	If	Then...
	The MST is assessed as met	Go to Step 6
	The MST is assessed as not met	Send PPI letter for not meeting E3.26.1.20(f)

6. Is the remuneration offered with the proposed role the same or higher than the range of pay assessed at the Job Check?

If	Then...
Yes	Go to Step 7
No	Send a PPI letter for not meeting E3.26.1.20(c)/WA4.10.1(c)(iv)

7. Does the applicant currently hold a five-year visa under WA4.15(a)(i)?

If	Then...
Yes	Go to Step 8
No	Go to Step 10

8. Has the proposed role been assess at Job Check as ANZSCO skill level 4 or 5 (excluding roles treated at a higher skill level under WA3.16(d)) and is included in the table at WA4.11.1(b), where the maximum continuous stay for 36 months (3 years) E3.26.1.20?

If	Then...
Yes	Go to Step 9
No	Go to Step 10

9. Was the substantive AEWV that they currently hold submitted before 7 April 2024 and were they paid at or above \$29.66 per hour?

If	Then...
Yes	Go to Step 10
No	Send PPI letter for not meeting E3.26.1.20(h)

Note: Some original AEWV applications were granted up to a five-year duration if they met median wage and were lodged before 06/04/2024 which is why they can currently apply a Job Change for the remaining duration if they meet the specific criteria above.

10. Is the applicant varying their location only?

If...	Then...						
Yes	Go to Step 11						
No	Determine if the applicant is suitably qualified by training and experience to do the job they have been offered as per the requirements set out in the approved job check including any Green List mandatory requirements						
	<table><tr><th>If...</th><th>Then...</th></tr><tr><td>Yes</td><td>Go to Step 11</td></tr><tr><td>No</td><td>Send a PPI letter for not meeting E3.26.1.20(d)/WA4.10.5</td></tr></table>	If...	Then...	Yes	Go to Step 11	No	Send a PPI letter for not meeting E3.26.1.20(d)/WA4.10.5
	If...	Then...					
	Yes	Go to Step 11					
No	Send a PPI letter for not meeting E3.26.1.20(d)/WA4.10.5						

11. Is the position one which legally requires registration (SM10.5) (regardless of whether the registration is a requirement of the job check).

If	Then...	
Yes	Determine further action	
	If	Then
	No evidence of registration provided	Send PPI letter for not meeting WA4.10(a) / W2.10.1(b)(ii)
	Evidence of registration provided	Go to Step 12
No	Go to Step 12	

Note: The requirements to meet the minimum standard of English language (see WA4.12) and minimum skills threshold (see WA4.10.6) do not apply to Job Change applications.

12. Does the job offer match the details of those approved in the Job Check application with regards to:

- the location of the job; and
- the occupation (check the job check tasks/duties against the job description); and
- the hours of work (the minimum guaranteed hours of work must not be less, and the maximum hours must not be more, than those approved as part of the Job Check application 30 hour minimum stipulation added to JC 7/04/2024); and
- the remuneration (the remuneration must be within the range approved as part of the Job Check application); and
- the direct employer (as defined at WA2.60.5)
- The details of employment as per the minimum requirements outline at WA4 10 1(a)

If	Then...
Yes	Go to Step 13
No	Send a PPI letter for not meeting WA4.10.1(c) which is required by E3.26.1.20(c)

13. Assess whether there are any relevant warnings on the applicant, adviser or employer in ADEPT and AMS

- If employer warnings were assessed and mitigated in the job check application linked to the Job Change, they do not need to be addressed. Consider whether they should be deleted.
- Applicant warnings are only relevant if they:
 - Do not relate to health, character or bona fides, and
 - Directly impact the requirements for a job change at E3.26.1.20 (including those at WA4.10.1), and
 - Are new warnings and have not been addressed in the applicant's last substantive visa application.

NOTE: If employer and/or applicant warnings are no longer relevant, they should be deleted. Refer to SOP - [Suspend, Edit, or Delete a Border Alert or Branch Warning in AMS and ADEPT](#) or [IAC 16-01](#)

If	Then...
There are no relevant warnings, or concerns have been mitigated	Go to Step 14
There are new warnings on the employer since the job check application that indicate serious issues that may impact accreditation status, such as: • The employer being prosecuted for immigration or employment related non-compliance • The employer being under active investigation • Credible evidence of poor employment practices (e.g. system warnings indicating migrant exploitation)	Raise with an IM or TA for potential referral to revocation and suspensions. Proceed with the application based on the outcome from the revocation and suspension group.
There is a new warning on the applicant related to specific requirements at E3.26.1.20	Send a PPI letter with concerns about those specific requirements

There is a new warning on the employer which indicates concerns with the offer of employment but the warning does not meet the threshold for revocation or suspension	Consider consulting with your TA and/or VO before proceeding with decision
---	--

14. Assess whether there are any outstanding concerns (since the applicant's last substantive application) that require compliance consideration

If	Then...
Yes	Health, character, bona fides and false and misleading information under s58 cannot be considered during a job change application. If false and misleading information relates to a requirement at E3.26.1.20 (for example, whether the applicant is suitably qualified), take it into consideration when assessing that specific requirement. - Place a warning on the applicant outlining that the remaining concerns should be addressed in any future substantive visa applications made by the applicant. - If applicable, inform compliance regarding this outcome to review s157 implications. You may still approve the Job Change and issue E-visa label. Go to Step 15
No	Approve Job Change and issue E-visa label. Go to Step 15

15. Add note to client's previous employer in ADEPT (the employer the client worked for immediately before being granted the Job Change)

To do so:

- Look up the client in AMS
- In the Applications tab click on the existing 'Completed', 'approved', 'ADEPT' visa.

AMS - Client Details

Client Number: 7222439

Application	Group ID	Application Details	Accepted	Finished	Status	Decision	Location
2108007		Visa, Work, Accredited	29/04/2022	06/01/2022	Completed	Approved	ADEPT
2108142		Visa, Work, AEWV	29/04/2022	01/05/2022	Completed	Duplicate for	Chisholm

Client Details | Travel Docs | Jobs | Applications | Client Files | Movements | Family | Visa

Ready | Audit Trail is OFF | DB = ambranch

c. This will open the client's existing visa in ADEPT, click the job check link at the bottom left side of the page.

Dynamics 365 ADEPT Application Processing System

Work Visa - Accredited Employer Work Visa

General | Visa Applications | Additional Information | Assessment Activities and STI | Waiting On | Risk and Risk Monitoring Activities | Visa Conditions | Related

Job Check

d. This will bring up their most recent employer's (the employer the client worked for immediately before being granted the Job Change) Job Check page. Then click on the employer in the job check application (in red below)

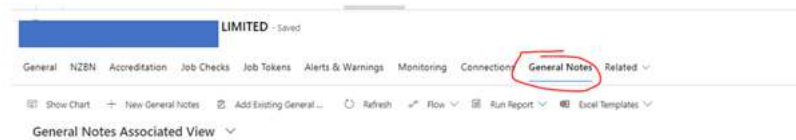
Dynamics 365 ADEPT Application Processing System

Fitter Welder Fabricator

General | Additional Details | Assessment Activities and STI | Risk and Risk Monitoring Activities | Documents | Related

ADEPT

e. This will bring up the employer records on ADEPT, click on the related tab and click general notes and add a new general note:



f. Record a note in the **description** field. Under the **Type** field select **General** from the drop-down list, under the **Job Check** field insert and select prior Job check #. The note should include:

- the name of the client and client number who is no longer employed by that employer
- confirmation the client has had their Job Change application approved
- The date the Job Change application was approved

Note: In some cases, employers may send an incorrect link to the applicant in error (i.e., They send them the link to apply for a new AEVV) Before you can action the AEVV token process you need to withdraw the link on behalf of the employer.

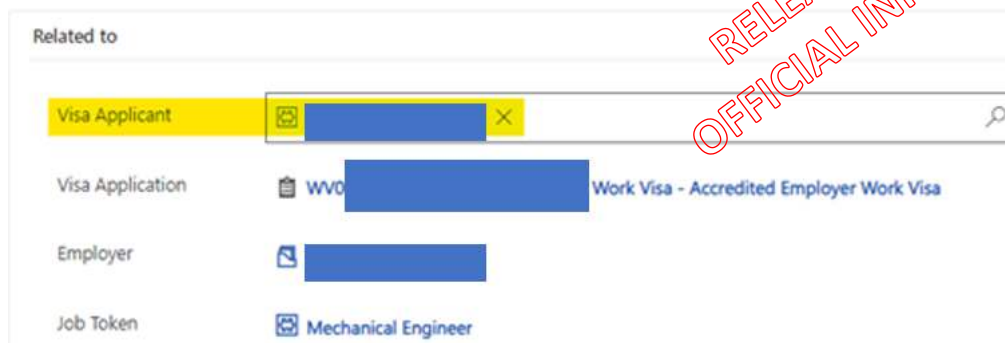
16. Reactivate the AEVV visa

An AEVV holder's visa needs to be reactivated in ADEPT if a replacement visa has been issued in AMS

If the AEVV holder has been issued an entirely new visa linked to a different Job Check, you will need to note the Job Check number for the new visa. You will need this information when you reactivate the original (expired) ADEP

To reactivate the AEVV holder's visa:

- Navigate to the original AEVV visa application.
- Click on the visa applicant link:



- Navigate to the 'Visa and Approvals' tab.
- Scroll down to the visas section.

Find the latest visa application listed that shows status as **'active'** in the 'visa application' field (there should only be one visa that shows as active anything prior to this should show as status reason 'expired').

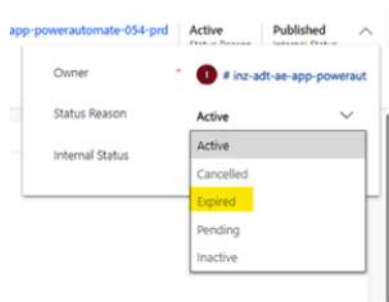
Visas

Add Existing Visa

Refresh

☐	Record Name ▾	Applicant ▾	Visa Application ▾	Visa Type ▾	Visa Start ... ▾	Expiry Date... ▾	Expiry Date... ▾	<Archived... ▾	Created On ↓ ▾	Status Reas... ▾	S
☐	[REDACTED]	[REDACTED]	[REDACTED]	Work Visa - ...	19-July-2023	28-July-2024	28-July-2024		06-May-2024 10:5...	Active	
☐	[REDACTED]	[REDACTED]	WV00 [REDACTED]	Work Visa - ...	19-July-2023	28-July-2024	28-July-2024		19-July-2023 12:0...	Expired	

- Navigate into the latest active visa record and update the 'status reason' field to **Expired**.



To allow the employer to reuse a job token, and the employee to show on the employer dashboard the AEWV holder's original (expired) visa needs to be reactivated in ADEPT after their Job Change, VoC application, or label-less r processed in AMS.

- Follow the ADEPT user guide steps under 'Reactivate an Accredited Employer Work Visa'.

END OF PROCESS

See Also

Post-decision processes (Accredited employer)

Assess reconsideration request for an employer accreditation or Job check application

Varying Conditions for Accredited Employer Work Visa Holders (when an employer corrects accreditation status and moves to triangular accreditation) and republishing in ADEPT

Job change - Varying an Accredited Employer work visa to a new employer following a business sale or restructure

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Suspend or revoke Employer accreditation

Date Published: 29 May 2024

Date Updated: 5 March 2025

Classification: In-Confidence

When to use

When triggered by the results of accreditation concerns identified through:

Alerts and warnings identified during the assessment of applications

- Post-accreditation risk management work
- The identification of an immigration employment infringement concern
- Notification from the employer, another agency or third party.

This SOP covers the revocation and/or suspension of accreditation when an employer or key person is not compliant with [WA2](#) of the INZ Operational Manual or there is an active investigation or prosecution underway.

Suspension of employer accreditation will result in INZ putting any active Job Checks, Accredited Employer work visa (AEWV), or skilled residence (SR) applications associated with that employer on hold until the suspension is lifted or the accreditation is revoked. AEWV applicants will be notified in line with the privacy policy.

Revocation of employer accreditation will result in INZ declining any active Job Checks, AEWV or skilled residence (SR) applications associated with the employer. Current visa holders will be contacted if the decision impacts their visa status or conditions.

[WA2.55](#) outlines the reasons an accreditation may be suspended or revoked.

Role

- Immigration Officer (IO)
- Technical Adviser (TA)

Prerequisites

- Employer must hold Employer Accreditation; and
- A potential risk has been identified that may affect the employer's accreditation status

Guidelines

Risks may be identified via:

- IO identification during visa processing
- Risk and Verification teams (R&V) identifying a risk
- MBIE regulatory functions including Immigration Compliance and Investigations, Employment Services, Market Integrity (Business Registry).
- Notification that an employer has been stood down
- Immigration employment infringement concerns identified while processing a visa application
- Warnings and alerts
- Risk Monitoring and Review activities (RMR) ¹

When these risks are identified, a referral should be sent to the [RevocationSuspensionEA](#) mailbox in line with [Visa Pak 550](#) .

When Immigration employment infringement concerns are identified by ICI, a referral may be received into the [RevocationSuspensionEA](#) mailbox to ensure that the necessary steps are taken to manage the risk associated to the employer's accreditation status.

When visa processing officers identify a concern that potentially meets the infringement threshold (and after discussion with a Technical advisor), a referral will be sent through to NPP for consideration before escalating to ICI where required. The [RevocationSuspensionEA](#) mailbox will be copied into the referral so that any appropriate action can be taken regarding the employer's accreditation status.

Referrals may also be received from ICI when infringement concerns have been identified, however, the infringement threshold was not met (e.g., The offence took place outside of 90 days). Whilst an infringement notice may not be the appropriate action, the employer's accreditation status may be reviewed in light of this information to determine if suspension or revocation is appropriate.

This SOP relates to the process from the referral onwards.

Related Resources

- [No Surprises fact Sheet](#) (NSFS)
- [Visa Pak 497](#)
- [Visa Pak 550](#)
- [Visa Pak 578](#)

¹ Including Accredited Employer Risk Monitoring and Review (AERMR) or pre-decision RMR

1. [▶Review the referral](#)
2. [▶Take the referral to the Revocation and Suspensions threshold group meeting](#)
3. [▶Raise employer sanction](#)
4. [▶Draft potentially prejudicial information \(PPI\) letter \(as required\)](#)
5. [▶Complete No Surprises Fact Sheet \(as required\)](#)
6. [▶Inform the employer of the PPI \(as required\)](#)

7. ▶ [Send PPI \(as required\)](#)
8. ▶ [Review PPI response and decide](#)
9. ▶ [Suspend employer accreditation](#)
10. ▶ [Revoke employer accreditation](#)
11. ▶ [Inform applicants, if appropriate](#)

END

See Also

[Suspension/Revocation](#)

[When an employer is stood down](#)

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You are here: [Temporary Entry](#) > [Work Visa](#) > [Accredited Employer](#) > [Suspension/Revocation](#) > [When an employer is stood down](#)

When an employer is stood down

Date Published: 29 May 2024

Classification: Unclassified

When to use

- When an employer has been stood down as the result of a breach of employment law and/or the Immigration Act 2009

Context

Generic work visa instructions at W2.10.15 (Labour Inspectorate list) and W2.10.20 (Immigration stand-down list) outline that applications for work visas will be declined where an employer appears included on employers who are on the stand down list are ineligible for grant of employer accreditation and unable to support new job check or work visa applications. Employers who appear on this list are likely to have the with WA2.10.10(a).

This process has been put in place to ensure that the right steps are taken once an employer is stood-down.

- ▶ [Labour inspectorate stand-down list \(Managed by Employment services\)](#) (▶ [Click to expand](#) ▶)
- ▶ [Immigration stand-down list \(Managed by the Allocation and Triage \(ICI\) team\)](#) (▶ [Click to expand](#) ▶)

Role

- Immigration Officer (IO)
- Technical Advisor (TA)
- Senior Technical Advisor (STA)
- Senior Immigration Officer (SIO)

Guidelines

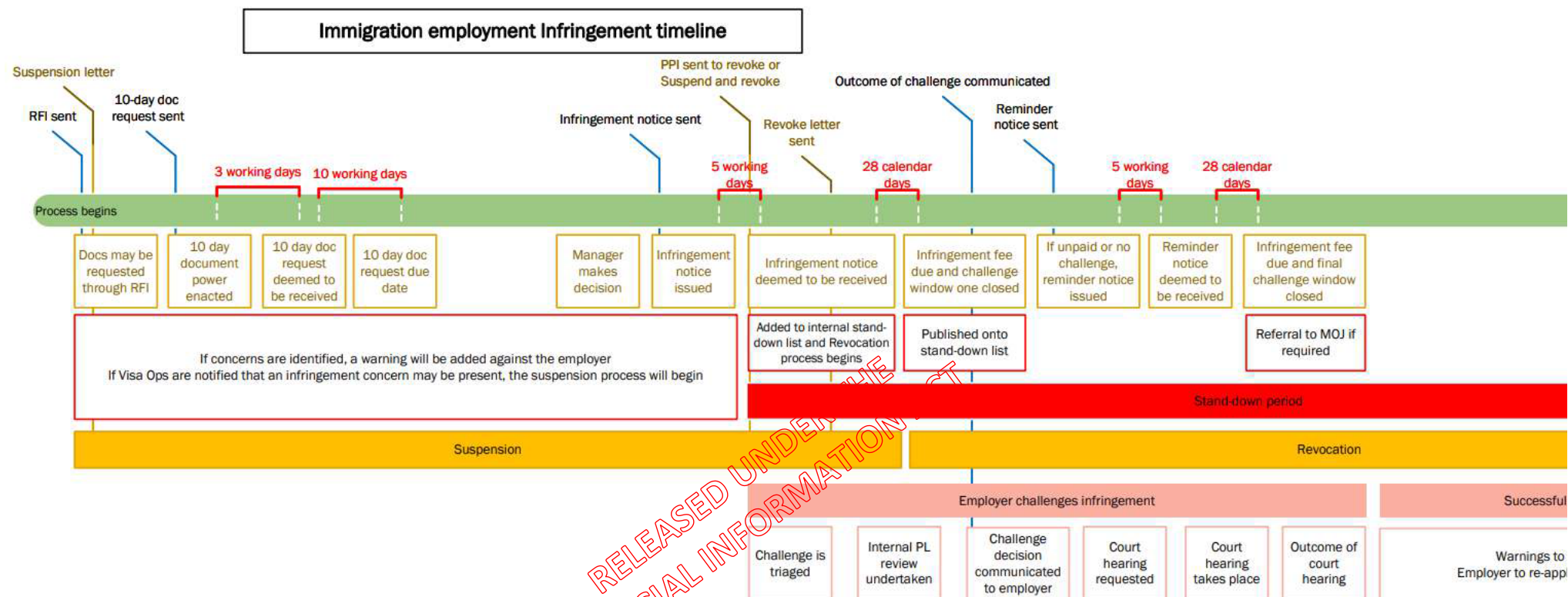
This document sets out the process for ensuring that accurate and up to date information is available to processing officers, including information warnings and ADEPT risk consideration lists.

The employer's standdown period starts from the date they are deemed to have received an infringement notice; or a court decision has been made.

Related Resources

[Infringement timeline map](#)

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SOP - [Suspend or revoke employer accreditation](#)

Prerequisites

- An employer has been added to a list of non-compliant employers maintained by MBIE (Labour Inspectorate stand-down list or the Immigration stand-down list); or
- An employer has successfully challenged an Infringement notice (Infringement withdrawn or overturned); or
- When a referral has been received into the revocationsuspensione@mbie.govt.nz to advise that an employer has been stood-down but is not included on the stand-down list in MAKO

Important notes regarding the stand-down lists:

Visa operations will be required to regularly check both the Labour Inspectorate list and the Immigration stand-down list. Both lists will be accessible in MAKO.

Steps

1. **Open and check the Immigration stand down list and the Labour Inspectorate stand down list**

Monitor the stand-down lists regularly to ensure that the appropriate action is taken.

Note: It is recommended that the lists are checked at least once a day

Further action is required for employers who meet the criteria below:

- Employers who have been newly added to a stand-down list
- Employers who have successfully challenged an Infringement notice and as a result, the Infringement notice has been withdrawn/overturned
- Employers who are included on a stand down list however, their stand down period has now lapsed

Note: If the information on file confirms that the employer has been sent an Infringement notice, but they are not included on the MAKO stand down lists discuss the case with a TA before sending an email to allocation.support@mbie.govt.nz to notify them

2. Identify employer in INZ systems

AMS check	Open AMS and search for the employer by name (and date of birth for individuals) to find an AMS profile. If the employer can't be found by name, search using the NZBN, or by the trading name of the business.
ADEPT check	Search for the employer in the ADEPT search function by name or NZBN.

Note: If no NZBN is available with the stand down list referral, checks can be conducted on the NZBN register <https://www.nzbn.govt.nz/mynzbn/search/> as the business may be a sole trader or partnership.

If	Then
The Employer does not have an ADEPT or AMS profile and has not made an accreditation application in ADEPT	• Create an AMS profile for the employer (Follow SOP - Create a new client ID in AMS) • Add a warning against the employer and all key people in AMS and ADEPT • Follow SOP - Add border alerts or branch warnings to clients in AMS to add a warning on the employer in AMS • Add a warning in ADEPT using the employer's information (e.g., NZBN). Follow the Alerts and warnings section of the Employer accreditation and Job check User guide under the section 'If the employer has not yet applied for accreditation' • Check if there are any open applications on hand (E.g., Employer Accreditation, Job check, Accredited employer work visas, Specific purpose work visa etc.) that would be affected by this and inform the appropriate parties. Go to Step 4
The Employer has a client number and AMS profile; or The Employer has applied for accreditation in the past	• Check if there are any open applications on hand (E.g., Employer Accreditation, Job check, Accredited employer work visas, Specific purpose work visa etc.) that would be affected by this and inform the appropriate parties. Go to Step 3

3. Check the employer's status

Note: If the employer holds RSE/SSE status, send an email to Porirua RSEUnit@mbie.govt.nz

If	Then
The employer holds accreditation (including if their accreditation status is suspended)	Go to Step 4
All other employers	Add a warning (or update an existing warning if relevant to the concern) against the employer and all key people in AMS and ADEPT - Follow SOP - Add border alerts or branch warnings to clients in AMS to add a warning on the employer in AMS - Add a warning - Follow the ADEPT user guide steps 'Creating alerts and warnings' END

4. Determine further action

Note: If the referral indicates that an Infringement notice has been sent to an employer, do not proceed to send any communications to the employer until 5 working days after the notice was sent.

If	Then	
The employer has been added to a stand-down list; and 5 working days have passed since an Infringement notice was issued to an employer	Determine further action	
	If	Then
	The employer's accreditation status has not been suspended	Go to Step 4a
	The employer's accreditation status is currently suspended	Update suspension and revocation spreadsheet to include a review date in line with the appeal period. Go to Step 4c
The employer has been removed from a stand-down list as their stand-down period has lapsed	Locate the existing warning in AMS and ADEPT and ensure that the content of the warnings is updated appropriately (ensure processing officers are aware that should the employer reapply for accreditation, they will need to provide	

	evidence to demonstrate that the concern has been rectified). Note: In these cases, the employer's accreditation will remain in 'revoked' status, however they are able to reapply for accreditation and provide evidence that the issue has been rectified. END
The employer has successfully challenged the Infringement notice and as a result, the notice has been withdrawn/overturned	• Open the employer warnings in ADEPT and AMS regarding the stand-down • Update the content of the warning appropriately • Delete the warning (approval may be needed to action this) • Check if there are any open applications on hand (e.g., Employer Accreditation, Job check, Accredited employer work visas, Specific purpose work visa, etc) that would be affected by this and inform the appropriate parties. END

4a. Add or update a warning

- Check if an existing warning is present in AMS and ADEPT

If	Then
A relevant warning is present	Update the warning in line with the information available Go to Step 4b
No warning is present	• Follow the ADEPT user guide steps Creating alerts and warnings' Note: Warning added in ADEPT will automatically be transferred over to AMS Raise a warning against the employer in ADEPT (see table below) to ensure that there are clear records of the offence. All warnings should be added in line with general warnings guidance and authorised by someone with the appropriate permissions. All warning added should include the wording of the below template. Relevant sections relating to the breach are included in the spreadsheet received from Employment Services or ICI. Go to Step 4b • ►Suggested template for warning► (►Click to expand)

4b. Suspend the employer's accreditation status

The employer's accreditation status will need to be suspended effective immediately before the revocation notification letter can be sent

- [▶Suspend employer accreditation▶▶\(Click to expand\)](#)
 - Go to **Step 4c**

4c. Initiate the revocation notification letter process

Note: The revocation process should not commence until the employer's appeal period has lapsed (i.e., 28 days after the Infringement notice was deemed received)

- Determine whether a [No Surprises Fact Sheet](#) is required
- In ADEPT, look through any in-progress Job Check or AEWV applications associated with the employer.
- In AMS, look through any in-progress applications (E.g., Skilled Residence (SR), Specific purpose work visa, Entertainers work visa etc.) associated with the employer.
- In AMS use the clients contacts report to capture any Job checks / VOCs that may be in progress.
- Inform any IOs with in progress applications to review the applications. For those where decline would be the outcome (not relating to the suspension/ revocation concern) process application as decline.

5. Raise employer sanction

- In ADEPT, in the **Recommend Employer Sanction** tab, include rationale for why the sanction letter is being sent
- See ADEPT user guide for more details on how to raise suspensions/revocations in for Employer accreditation and Job check under section 2.7.8 and 2.7.9

6. Check if the employer has challenged the Infringement notice

- After the appeal period has lapsed, review available information to determine if there has been any response from the employer (and any other required parties)
- If appropriate, seek advice from a TA and/or R&V for risk advice/verification

If	Then
No response received; or A response has been received but concerns remain	Proceed to revoke the employer's accreditation status • Make a note in the employer sanction section of ADEPT • Update the 'Revocation and Suspension spreadsheet' • Add a note to the warning to confirm that the employer's accreditation will be revoked Go to Step 7
The employer has successfully challenged the Infringement notice and the notice has been withdrawn/overturned)	• Confirm that the Infringement notice has been withdrawn/overturned by checking the relevant stand-down list in MAKO • Send the case and any required rational to the PL/ Head of Operations (HOO) who will 'decline' the recommended employer sanction and close the review. Note: Suspensions should go to the PL, revocations must be completed by the HOO • Record decision in ADEPT (see the ADEPT User Guide) • Inform the employer that accreditation will not be revoked.

	• Update the Revocation and Suspension spreadsheet on SharePoint • Update ADEPT and any relevant AMS warnings to reflect revocation not pursued. • Advise IOs with application on hold that they can proceed END
The employer claims that they have requested a court hearing which is still in progress	• The employer must provide evidence to support this • Send the case and any required rational to the PL who will 'suspend' the recommended employer sanction or update the suspension period where required to allow for the court hearing. • Record decision in ADEPT (see the ADEPT User Guide) • Update the Revocation and Suspension spreadsheet on SharePoint • Update ADEPT and any relevant AMS warnings to reflect suspension extended or put in place as the employer has requested a court hearing • Advise IOs with application on hold that they will need to continue to hold Note: Once an outcome is received based on the court hearing, the referral or notification will trigger the next step of the process END

7. Draft notification letter

- Use the [revocation notification letter](#) template
- Draft notification letter
- If deemed appropriate, send to legal for review WgtnLegal@mbie.govt.nz
- If applicable, wait for legal to confirm the approach and action any suggested changes.

Note: Sending to legal is only required in certain circumstances where written advice is needed.

- [▶ If you have determined that a No surprises fact sheet is required, follow the steps below:](#) *(Click to expand)*

8. Send notification letter

- Once the revocation letter has been finalised, send the letter to the employer to notify them that their accreditation has been revoked.

Note: For employers who were not already suspended when they were stood down, there is a blurb in the revocation notification letter that states 'We may have previously suspended your accreditation during any period where you were able to appeal or dispute the matter that caused the stand-down, or while a decision was being made on your appeal or dispute'

9. Revoke employer accreditation

- Send the case and any required rationale to the Head of Operations (HOO) who will 'approve' the recommended employer sanction and close the review.

Note: Required rationale should include the date the case was discussed at the threshold group.

10. Notify affected visa holders

- Once an employer is stood down all affected visa holders should be notified
- Use this [template](#) to send to workers who hold a supported visa to work for the employer

These steps should include how communications will be done for visa holders through both AMS (mail merge) and ADEPT (process currently unspecified due to ADEPT shortfalls in this area).

END OF PROCESS

See Also

[Suspension/Revocation](#)

[Suspend or revoke Employer
accreditation](#)

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When information is received that an Accredited Employer Work Visa holder's employment has ceased

Date Published: 20 November 2024
Date Updated: 02 April 2026
Classification: Unclassified

When to use

When information has been received notifying Immigration New Zealand (INZ) that an Accredited Employer Work Visa (AEWV) holder's employment has ceased or ended early, and the information needs to be communicated to the relevant parties to undertake further action.

Role

This SOP will be split into two sections:

Section One: When a notification comes through the employer portal	- Business Analyst (BA) – Immigration Compliance and Investigations (ICI) - Immigration officer (IO) – Visa Operations
Section Two: When a notification is received by any other means	- Support officer (SO) - Allocation and Triage (A&T) - Immigration officer (IO) – Visa operations - Client service advisor (CSA) – Customer Service Centre (CSC)

Guidelines

From 7 April 2024, immigration instructions (WA2.35(a)(ii)) have required Accredited employers to notify INZ when an AEWV holder's employment ceases within 10 working days (where the AEWV holder's employment ends more than one month before their visa expires). Since April, these notifications have been received via various channels such as email and the CSC.

From October 2024 Accredited Employers have been able to notify INZ through the online portal that an AEWV holder's employment has ceased. Other notifications from third parties or from the employer themselves received through other channels (E.g., Email) will still need to be recorded and actioned accordingly.

Employer notifications received before the portal was introduced were received into a mailbox.

From 8 December 2025, the Global Workforce Seasonal Visa (GWSV) and Peak Seasonal Visa (PSV) have been introduced as subsets of AEWV. PSV employers are held to the same notification requirements in line with the current requirements for regular AEWV employers as set out at WA2.35(a)(ii).

Unlike regular AEWV employers and PSV employers, GWSV employers are instead required to notify INZ within 10 working days when the GWSV holder's

employment ceases (ends early) and there is more than a month left on their employment contract as opposed to their visa expiry.

Prerequisites

- Notification has been received that an AEWV holder’s employment has ceased (including regular AEWV, PSV and GSWV)

Note: If notification is received regarding any other change of circumstances, follow Change of Circumstances SOP.

Section One: When a notification comes through the employer portal

Steps

1. Monitor the notifications submitted via the Employer portal

- When employers input the data into the portal, these will be visible through the **Employer notification Dashboard**. See the **ADEPT User guide section – Employer notifications**

Note: Do not proceed with this process if the calculations have not executed successfully, this may indicate that ADEPT does not hold updated visa information.

In cases where the calculations have not executed successfully, these notifications will be monitored separately by IT and referred through to the appropriate channels to be actioned further. (E.g., TIKa case, referral to Visa operations or no further action)

2. Determine further action based on the date the notification was submitted

- Open the actionable notifications from the relevant dashboard view

Note: The **status reason** field can be used to indicate the progress of the notification to ensure that the referral has been made to the relevant team for further action. The **status reason** field will default to **New** but can be changed to **In progress** or **Completed**

If...	Then...
The notification is regarding a regular AEWV holder or a PSV holder	Manual calculation not required. The system will automatically calculate and display the following: • If the notification requirement applies • If the notification was submitted within 10 working days • If the AEWV/PSV holder has a month or more remaining on their visa since the employment ceased • Ensure that the Calculations have been executed successfully Go to Step 3
The notification is regarding a GWSV holder	Manual calculation required – The system will not be able to undertake all the necessary calculations. • The system will automatically calculate and display the following:

	following. • If the notification requirement applies • If the notification was submitted within 10 working days • Manual calculation required to determine if the GWSV holder has more than one month remaining on their employment contract • Check the employment contract to determine if the GWSV holder has more than one month remaining on their employment contract Go to Step 3
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Note: Do not proceed with this process if the calculations have not executed successfully, this may indicate that ADEPT does not hold updated visa information.

In cases where the calculations have not executed successfully, these notifications will be monitored separately by ICI and referred through to the appropriate channels to be actioned further. (E.g., TIKA case, referral to Visa operations or no further action)

3. Determine further action

If...	Then...	
The notification was received within 10 working days	No further action required END	
The notification was not submitted within 10 working days and the AEVV holder is onshore; and The regular AEVV holder or PSV holder has less than one month remaining on their visa; or The GWSV holder has less than one month remaining on their employment contract	No further action required END	
The notification was not submitted within 10 working days, and the visa holder is onshore; and The regular AEVV holder or PSV holder has more than one month remaining on their visa; or The GWSV holder has more than one month remaining on their employment contract	Visa Ops may note when notification is beyond 10 days, and Consider referrals to revocation and suspension of EA where appropriate to R&S. See SOP Suspend or revoke Employer accreditation END	
	If in an ICI function:	
	If the notification received is regarding...	Then...
	A regular AEVV holder or PSV	Go to Step 4

	holder	
	A GWSV holder	Go to Step 5
The notification was not submitted within 10 working days and the AEWV holder is offshore .	- Allocation and Triage will run a data match notification with people offshore on a regular basis (weekly/fortnightly) - Add to section 66 spreadsheet. See s66 process . - Refer to Compliance for assessment assess/consider visa cancellation. Refer to BVO to assess revoking Employer accreditation. END	

4. Determine further action (Regular AEWV and PSV holders)

- Check the reason for the employment ending

If...	Then...	
The reason the employment has ended raises a compliance concern (e.g., serious misconduct)	- Create TIKa case and refer to queue - Check the regular AEWV or PSV holder's status (e.g., IN, OUT etc.)	
	If the regular AEWV or PSV holder is...	Then...
	Onshore	Add a warning if applicant remains in New Zealand END
	Offshore	- Allocation and Triage will run a data match notifications with people offshore on a regular basis (weekly/fortnightly) - Add to section 66 spreadsheet. See s66 process . - Refer for assessment assess/consider visa cancellation. END
The reason the employment has ended does not raise a compliance concern	Check the regular AEWV or PSV holder's status (e.g., IN, OUT etc.)	
	If the regular AEWV or PSV holder is...	Then...
	Onshore	Add a warning if applicant remains in New Zealand END

	Offshore	- Allocation and Triage will run a data match notifications with people offshore on a regular basis (weekly/fortnightly) - Add to section 66 spreadsheet. See s66 process . END
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5. Determine further action (GWSV holders)

- Check the visa holder's status (e.g., IN, OUT etc.)
- Check the reason for the employment ending
- Check if the employer intends to rehire the visa holder

If...	Then...
The reason the employment has ended raises a compliance concern; AND/OR The visa holder is onshore	- Create TIKa case and refer to queue - Add a warning if applicant remains in New Zealand - If the employer does not intend to rehire the visa holder, add a border alert confirming that the applicant needs to request a Variation of Conditions or apply for (and be granted) a new visa before returning to New Zealand. END
The reason the employment has ended does not raise a compliance concern; AND The visa holder is offshore	If the employer does not intend to rehire the visa holder, add a border alert confirming that the applicant needs to request a Variation of Conditions or apply for (and be granted) a new visa before returning to New Zealand. END

END OF PROCESS

Section Two: When a notification is received by any other means

Steps

1. Review the notification and open the Employer portal in ADEPT

Notifications may be received in various ways (E.g. Received via email, call into the contact centre, identified while processing a visa etc.)

notifications may be received in various ways (e.g., received via email, call into the contact centre, identified while processing a visa etc.)

- Review the information provided and identify key information (i.e., Employer and AEWV holder)

If...	Then...	
The notification is received from the accredited employer	Visa Ops may note when notification is beyond 10 days, and consider creating a notification - Follow the 'Create an Employer Notification' section of the ADEPT EA & JC User guide	
	If...	Then...
	You are in a CSC function or Visa Operations function	Consider contacting the AEWV holder if they remain in New Zealand Go to Step 2
	You are in an ICI function	Go to Step 2
The notification is received from the AEWV holder or a third party	This notification is not eligible to be added in to the portal as the information was not received directly from the employer. Consider the information received and whether a referral to NPP for filing may be necessary or whether an Information warning may be required. Note: If you are unsure of the next steps - Speak to a technical advisor or Manager to determine the best course of action End of process	

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2. Determine further action based on the applicant's AEWV pathway

If...	Then...
The notification is regarding a regular AEWV holder or a PSV holder	Manual calculation not required. The system will automatically calculate and display the following: • If the notification requirement applies • If the notification was submitted within 10 working days • If the AEWV/PSV holder has a month or more remaining on their visa since the employment ceased • Ensure that the Calculations have been executed successfully Go to Step 3

The notification is regarding a GWSV holder	Manual calculation required – The system will not be able to undertake all the necessary calculations. The system will automatically calculate and display the following: • If the notification requirement applies • If the notification was submitted within 10 working days Manual calculation required to determine if the GWSV holder has more than one month remaining on their employment contract • Check the employment contract to determine if the GWSV holder has more than one month remaining on their employment contract Go to Step 3

3. Determine further action

If...	Then...
A notification was received from the accredited employer within 10 working days	No further action required END
A notification was not submitted from the accredited employer within 10 working days; and The regular AEWV holder or PSV holder has less than one month remaining on their visa; or The GWSV holder has less than one month remaining on their employment contract	No further action required END
The notification was not submitted within 10 working days; and The regular AEWV holder or PSV holder has more than one month remaining on their visa;	Visa Ops may note when notification is beyond 10 days, and Consider referrals to revocation and suspension of EA where appropriate to R&S. See SOP Suspend or revoke Employer accreditation

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or The GWSV holder has more than one month remaining on their employment contract	See SOP suspend or revoke Employer accreditation	
	END	
	If in an ICI function:	
	If the notification received is regarding...	Then...
	A regular AEVW holder or PSV holder	Go to Step 4
	A GWSV holder	Go to Step 5

4. Determine further action (Regular AEVW and PSV holders)

- Check the reason for the employment ending

If...	Then...	
The reason the employment has ended raises a compliance concern (e.g., serious misconduct)	- Create TIKA case and refer to queue - Check the regular AEVW or PSV holder's status (e.g., IN, OUT etc.)	
	If the regular AEVW or PSV holder is...	Then...
	Onshore	Add a warning if applicant remains in New Zealand END
	Offshore	- Data match notifications with people offshore on a regular basis (weekly/fortnightly) - Add to section 66 spreadsheet. See s66 process. - Refer assess/consider visa cancellation. END
The reason the employment has ended does not raise a compliance concern	Check the regular AEVW or PSV holder's status (e.g., IN, OUT etc.)	
	If the regular AEVW or PSV holder is...	Then...
	Onshore	Add a warning if applicant remains in New Zealand

		END
	Offshore	• Data match notifications with people offshore on a regular basis (weekly/fortnightly) • Add to section 66 spreadsheet See s66 process . END

5. Determine further action (GWSV holders)

- Check the visa holder's status (e.g., IN, OUT etc.)
- Check the reason for the employment ending
- Check if the employer intends to rehire the visa holder

If...	Then...
The reason the employment has ended raises a compliance concern; AND/OR The visa holder is onshore	• Create TIKA case and refer to queue • Add a warning if applicant remains in New Zealand • If the employer does not intend to rehire the visa holder, add a border alert confirming that the applicant needs to request a Variation of Conditions or apply for (and be granted) a new visa before returning to New Zealand. END
The reason the employment has ended does not raise a compliance concern; AND The visa holder is offshore	If the employer does not intend to rehire the visa holder, add a border alert confirming that the applicant needs to request a Variation of Conditions or apply for (and be granted) a new visa before returning to New Zealand. END

END OF PROCESS

See Also

[Related Processes](#)

[AEWC QC \(employer accreditation, job](#)

check and work visa)

Cancel a Job token (Accredited employer)

Assess English AEWV (ANZSCO Skill Level 4-5) (WA4.12)

Postpone a Job Check

Reactivating the AEWV in ADEPT after a label-less replace has been issued in AMS

Manually add a custom assessment concern in ADEPT

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Global Process Manual

AEWC QC (employer accreditation, job check and work visa)

Date Published: 1 May 2024

Classification: Unclassified

When to use

When a quality check (QC) is required for any of the three steps (employer accreditation, job check, work visa) in the AEWV process.

Role

- Immigration Officer (IO)
- Technical Advisor (TA)
- Practice lead (PL)

Guidelines

Each stage of the AEWV application process takes place within ADEPT but QC is performed manually in the QC Tool. This requires staff to pause the application/assessment within ADEPT while the QC is performed. The assessment is always paused at the same step for each stage, as follows:

- Employer accreditation – assessment/application is paused at the final assessment activity.
- Job check – assessment/application is paused prior to confirming job check decision details.
- Work visa – assessment/application is paused after checking proposed visa details and prior to selecting 'Instructions Met' for Worker Eligibility (or RFI/PPI activity if generated).

Once the QC has been completed, the assessment is resumed in ADEPT and the IO continues to process the activity and/or the application.

Related Resources

[ADEPT EA and JC User Guide](#)

[ADEPT User Guide](#)

Prerequisites

All activities identified by ADEPT have been assessed and you are ready to make your decision and progress the application to decision stage.

Steps

Immigration Officer (IO)

1. Open the ADEPT application and pause the assessment activity

Pause the assessment activity as outlined below.

If ADEPT application is for...	Then...
Employer accreditation	• Pause the assessment/application at the final assessment activity. • Go to Step 2
Job check	• Pause the assessment/application prior to confirming job check decision details. • Go to Step 2
Work visa	• Pause the assessment/application after checking proposed visa details and prior to selecting 'Instructions Met' for Worker Eligibility (or RFI/PPI activity if generated). • Go to Step 2

2. Add a QC note to ADEPT

- Add the following note in the Notes field of the application: *'Application/assessment paused for QC'*
- Select **Save and Close**.

3. Email the application details to a TA for QC

- Include the application number, type, 'for QC', in the title of the email. For example: *12345678 Job Check for QC*.
- Include in your email whether you are satisfied, or not, that instructions are met.
- Send the email to the nominated TA inbox for your office.
- See SOP [Submit an application for a Quality Control \(QC\) Check](#)
- Await result of QC check.

Technical Advisor (TA)

4. Complete QC check

- Complete manual QC check in the QC tool. See SOP [Undertake a Quality Control \(QC\) check on an application](#) .
- Once QC is completed, email the IO advising whether application can be decided, or rework is required.

Immigration Officer (IO)

5. Complete rework or finalise application in ADEPT

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If...	Then...
Rework is required	• Complete required rework. • Once completed, send an email to the TA inbox for your office, cc'ing in the TA who completed the QC, advising that rework has been completed. • Include the application number, type, 'for QC', and 'rework completed' in the title of the email. For example: <i>12345678 Job Check for QC – rework completed.</i> • Await result of QC check. TA will complete second QC cycle in the QC tool.
Rework is not required, and application can be finalised	• Complete application in ADEPT

END

See Also

Related Processes

When information is received that an Accredited Employer Work Visa holder's employment has ceased

Cancel a Job token (Accredited employer)

Assess English AEWV (ANZSCO Skill Level 4-5) (WA4.12)

Postpone a Job Check

Reactivating the AEWV in ADEPT after a label-less replace has been issued in AMS

Manually add a custom assessment concern in ADEPT

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Cancel a Job token (Accredited employer)

Date Published: 2 October 2025
Classification: Unclassified

When to use

When a concern has been identified that could result in an Accredited employer's job token/s being cancelled.

Role

- Immigration officer (IO)
- Technical Advisor (TA)
- Immigration Manager (IM)
- Verification officer (VO)

Guidelines

Prior to the job check redesign changes, Immigration instructions did not clearly outline circumstances under which a job token may be cancelled. Previously, job tokens were primarily only cancelled at the request of employers, typically in cases where they no longer required them.

As part of the Job check redesign work, immigration instructions have been updated to explicitly outline scenarios where it may be appropriate to cancel job tokens after an application has been approved. Existing mechanisms for addressing post decision non-compliance and risks remain available, including employer sanctions (accreditation suspension or revocation), and employer infringements. This process will support decision-making when determining whether job token cancellation is the appropriate action.

Prerequisites

Immigration Officers	• A concern regarding WA3.35(f) has been identified that could result in job token cancellation (i.e., During the processing of a job check or AEWV application) • Go to Steps for Immigration officers
Verification Officers	• A concern regarding WA3.35(f) has been identified that could result in job token cancellation (i.e., Whilst conducting post decision checks or other verification work) • Go to Steps for Verification Officers

Steps for Immigration Officers

1. Confirm whether the identified concern meets the WA3.35(f) criteria for token cancellation

- Review the instructions held at [WA3.35](#)
- ▶ Review the following factors to determine if token cancellation is appropriate ▶ [\(Click to view the table\)](#)
- Review the [table of potential scenarios where token cancellation may be considered appropriate](#)

If it has been confirmed that...	Then...	
A concern has been identified that falls under WA3.35 criteria for token cancellation	Check if the employer has available tokens	
	If...	Then...
	The employer has available tokens	Go to Step 2
A concern has not been identified that falls under WA3.35 criteria for token cancellation	The employer does not have available tokens	Consider a referral to the Revocations and suspension team as there are no tokens to cancel Go to Step 6
	No further action required. Proceed to assess and decide the application End of process	

2. Check the Guidance/Comments column of the [table of potential scenarios where token cancellation may be considered appropriate](#)

If the concern you have identified is included in the table and there is a clear recommendation that...	Then...
a referral to the Revocation and Suspension team for token cancellation and further consideration of accreditation status is appropriate	- Send a referral to the Revocation and Suspension team (see Visa Pak 550) - Ensure that you add a comment to advise that token cancellation and further consideration of accreditation status should be considered END OF PROCESS

a referral to the Revocation and Suspension team specifically for token cancellation is not required at this stage	Go to Step 3

3. Discuss the concern/s with a Technical Advisor to confirm whether token cancellation is appropriate

Note for Technical advisors: Once a recommendation has been made to the IO on whether token cancellation is appropriate or not, you must leave a **General note** against the **Employer's ADEPT record** to record if you agree or disagree.

If...	Then...	
The Technical advisor confirms that token cancellation is appropriate	Send a Potentially Prejudicial Information (PPI) letter to the employer via email (outside of ADEPT) and wait for a response or for the due date to lapse	
	If after PPI...	Then...
	Concerns remain; or No response received to the PPI letter	Go to Step 4
	Concerns no longer remain	Go to Step 6
The Technical advisor confirms that token cancellation is not appropriate	Go to Step 6	

4. Submit a request to an Immigration Manager to cancel the token/s

- Send an email to an Immigration manager to cancel the token/s
- Save a copy of the email into the **General notes** of the **Employer's ADEPT profile**

Note for Immigration Manager: Once job token/s have been cancelled, record this in the **General notes** of the **Employer's ADEPT profile** the template below

- Immigration manager - General note template [\(Click to expand\)](#)

5. Notify the employer

As a Technical Advisor, you will be responsible for notifying the employer of the outcome of the token cancellation process.

- Send an email to the employer to notify them that the job token/s have been cancelled
- Record a copy of the email in the **General notes** of the **Employer's ADEPT profile**
- Consider whether adding a warning (or editing an existing warning) is appropriate. (See **Adding Alerts and warnings in ADEPT** section of the user guide)

6. Consider whether a referral to the Suspension/Revocation team is appropriate

- Review [Visa Pak 550](#)

Where it is identified that an employer who holds accreditation under WA2 instructions may be non-compliant with specific employment, immigration, and business standards, as outlined at WA2.10.10(a)to(i) these cases should be referred to the Suspension and Revocation team.

END OF PROCESS

Steps for Verification Officers (VO)

1. Confirm whether the identified concern with a job check (post-decision) meets the WA3.35(f) criteria for token cancellation

- Review the instruction held at WA3.35
- Review the considerations below against the concern identified (*Click to expand*)
- Review the [table of potential scenarios where token cancellation may be considered appropriate](#)

If it has been confirmed that...	Then...	
A concern has been identified that falls under WA3.35(f) criteria; and Token cancellation is appropriate	Check whether the jobs were approved due to system/user error	
	If...	Then...
	the jobs were approved due to system/user error	Go to Step 2
	the jobs were not approved due to system/user error	Consider if a referral to the Revocation and suspension team is appropriate to determine if the employer's accreditation status should be revoked or suspended, and/or whether the job token should be cancelled (based on the nature of the concern) Review Visa Pak 550 END OF PROCESS
A concern has not been identified that falls under WA3.35(f) criteria; and	Consider if a referral to the Revocation and suspension team to review of the employer's accreditation status is appropriate (i.e., if other concerns not related to WA3.35(f) are present) Review Visa Pak 550	

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Token cancellation is not appropriate	END OF PROCESS
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2. Check if the employer has any remaining 'available' tokens

If...	Then...
The employer has available tokens	Send a referral to the Revocation and suspension team to request token cancellation only (see Visa Pak 550) Add a comment to advise that token cancellation should be considered END OF PROCESS
The employer does not have available tokens	No further action required. Proceed to complete post-decision checks END OF PROCESS

See Also

Related Processes

When information is received that an Accredited Employer Work Visa holder's employment has ceased

AEWC QC (employer accreditation, job check and work visa)

Assess English AEVV (ANZSCO Skill Level 4-5) (WA4.12)

Postpone a Job Check

Reactivating the AEVV in ADEPT after a label-less replace has been issued in AMS

Manually add a custom assessment concern in ADEPT

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OFFICIAL INFORMATION ACT