

**Recommendation:** Move the ANSCO position 39111 “Hairdresser” from the TSS list to the medium term list WITH CAVEAT/S

## **CASE STUDY AND RECRUITMENT TESTING.**

### **The Barberhood**

- 19 staff
- 100% Australian owned
- Well respected Sydney CBD premium retail men’s grooming & barbershop
- Contributes to Australian jobs, economy through tax

### **How important is the migrant skills program to The Barberhood**

- If the decision to remove hairdressers and barbers off the short-term skills list goes ahead, The Barberhood will lose 50% of its workforce, so skilled migrants are vital to the survival of the business.
- This will be the same for outcome for hundreds of Australian small business affected by this decision.
- This business will also lose specialised skills that migrant employees bring to its team. Many of the overseas employees bring a wealth of experience, new techniques and exceptional skill sets to the industry. They educate many of our Australian workforce and if they leave, the business will not be able to offer the same level of training on a consistent basis.
- **There is a real skills shortage that no amount of retraining of current hairdressers/barbers or employing apprentices will cover. There are simply not enough Australian workers applying for jobs.**
- To give you an example The Barberhood has had national recruitment ads posted over a 2 year period and has had zero applicants employed.

## **IT'S NOT EASY TO ABUSE THE SPONSORED VISA SYSTEM**

- Anybody utilising the sponsorship system is most likely reporting their revenue in a correct manner.
- **Parts of the government may suggest people are abusing the system however given the extremely stringent requirements for application around salary, turnover and labour market testing it is very hard to have a sponsorship approved without legitimate business proof.**
- For example the department requires turnover and wages figures through quarterly BAS statements and yearly company tax returns, receipts for labour market testing and company pay slips etc.
- Illegitimate operators will not have the ability to employ visa applicants without disclosing figures and may also force those who were previously abusing the system to become legitimate operators. It also increases government revenue.
- This will have a positive effect on wage increases. Australian workers do not accept being paid less than their foreign counterparts. Employers will be encouraged to increase wages across their total workforce. Wage rises will make the industry more attractive to prospective Australian workers, reducing the reliance on skilled migrants.

## **MOVE TO MEDIUM LIST WITH CAVEATS**

**Recommendation:** Move the ANSCO position 39111 "Hairdresser" from the TSS list to the medium term list WITH CAVEAT/S

- **Rather than removing hairdressing off the list the government should seek to move it to the medium term list with a pathway to PR with caveats.**
- What these caveats look like, should be recommended by the AHC industry body. They are better placed to provide an industry view based on industry data and knowledge. Personally I think min turnover based on size of business would be an acceptable caveat but that is only my perspective.

## REAL LMT/ SHORTAGE

- We appreciate your explanation to remove hairdressers of the TSS list, but this is a snapshot of raw data of a legitimate hairdressing business in the current economic climate:
- **8 months of data** with government approved recruitment sites. (APPENDIX A)

*(Job Active, Seek, Jora, Indeed, Gumtree, Business Specific (Instagram, Facebook, website), Industry specific i.e. barbering/hairdressing specific Facebook groups with 1000's of followers.)*

- We had **234 applications** (52% non-hairdressing, 11% overseas, 60% non-skilled, 11% unresponsive, 0% employable). *Some candidates fall into multiple categories.*
  - **0 x Australian workers as a result of LMT.**
  - **3 x Australian workers with hairdressing experience** applied but **didn't have required skills** or were unresponsive when contacted for interviews.
  - **1 x Australian worker was re-hired part-time** originally found by another staff member incentivized to find Australian workers.
  - **\$2,725** was spent in recruitment advertising over an 8-month period, without any direct hires as a result.

- **The cost to pay for an overseas working visa applicant is approx 5-10K per person. There is no benefit to overlook skilled Australian workers. There is a definite skills shortage.**

- The Asia Pacific region is forecast for the largest growth in the Male Grooming Industry globally. From US\$7.8billion to US\$11.5billion according to Euromonitor. Because of this growth there is a huge shortage in skills for men's hairdressers.

*The strong growth in the Asia Pacific region can be attributed to the increase in disposable household income, which increased to US\$13,415 in 2015 from US\$11,025 in 2010, exhibiting a CAGR of 4.0%, higher than the global average of 0.6% in the same period. Euromonitor 2017.*

- **Men's Hairdressing/Barbering is the 3rd most difficult position to fill according to an Indeed survey with 52.1% of postings remaining open for more than 60 days.** (Table found in APPENDIX B)

- **The Australian Government Department of Jobs and Small Business reports that there has been a shortage of hairdressers in Australia for more than 20 years. The department reports that in 2018, 2 out of every 3 hairdressing vacancies went unfulfilled due to a shortage of qualified staff.** (ABC news article website link APPENDIX B)

## PROBLEM WITH APPRENTICESHIPS/EDUCATION

- The majority of hairdressers and apprentices that come to work for us need retraining / upskilling in mens cuts and shaving. Most in-house training comes from our O/S workers or Australians that have been trained by our O/S workers due to their exceptional skill set.
- **60% of our services require specific skills (i.e. shaving with a cut throat razor or zero fade).** The majority of TAFE students do not possess these skills at the required level.
- Additionally, TAFE students are not skilled enough in difficult haircuts, time management and cannot cut all types of hair. They are **signed off at the minimum standard.**
- **Once trained, they are poached because of the shortage.**
- Neighbouring businesses poach staff and pay them cash, which legitimate businesses cannot compete with.
  - Example A: Many salons go over and above to keep their staff with incentives etc. For example the recent news article where one salon owner paid \$1 000 cash incentive to staff who signed on for more than a year
  - Example B: A well-established (40 years) QLD owned business with 10 shops has trained 100s of apprentices from scratch had 6 staff poached over a period of two weeks in the same year
- Additionally, our stores have excellent retention rates because our men's hairdressers are paid well above the award and do not work weekends.
- **Employing apprentices is an expensive exercise. 5K (providing they finish their apprenticeship) over 3 years for a government incentive to do so, does not compensate for the loss of 2K a day in revenue.**

*It's a financial burden and very time consuming to train an apprentice. We rely upon being constantly booked to pay CBD rents, wages and overheads. In order to train one person, we are one skilled barber down, which means two chairs short of what we would normally service. Losing two chairs would mean a reduction of 160 clients per week (On average we service 400 clients per store per week).*
- For a business like ours we cater to a **high-end clientele who will not accept apprentices cutting their hair.** 95% of our clientele are corporate, high-income earners who are particular with their hair and demand senior hairdressers. Our stores see the likes of high profile clients and business people. We also charge a higher rate as we provide a premium service and men are not willing to pay this much for a junior hairdresser.

### **TRAINING FOR AUSTRALIANS – Costs we as a business have paid**

- \$31K from 2018-2019 for accredited hairdressing training.
- Approx. \$1500 per year in house paid training.
- We are working toward expanding our business by opening a 3rd shop, which will provide opportunities for Australians as a priority. The use of apprentices and training unqualified staff will not fulfill our demand for staff.
- We are looking at plans on starting a training group within our business to assist with the required staff numbers, but even with this it will not fulfil the numbers required to staff a new store.
- A company specific labour agreement is required for barbering as a boutique specific solution in particular to barbering as the skill set (particularly wet shaving, scissor over comb and zero fade cutting), wages and demand for barbers is very different to standard hairdressing OR keep hairdressing on the skills shortage list.

### **BLACK ECONOMY/ NO POLICING OF THE INDUSTRY**

- Removing hairdressing off the long-term list has already increased the black economy. REASON: Hairdressers are in demand and are asking for more money. Employers pay cash so they can compete for staff and because they can't afford both a higher wage and all the other legitimate business costs, i.e. superannuation, tax and workers compensation. It's not all employers trying to avoid tax; it's people trying to survive.
- Because of the shortage employers are competing for staff. Some employers pay cash so they can pay more to compete for staff.
- When we advertise our positions the suitable candidates ask for cash during the interview and they provide detail on how they are currently paid, where they work and what they expect to earn cash in hand.
- We have reported a number of these businesses including the candidates to the ATO, Fair Work Australia and still see them operating as per usual.
- An example of this was one candidate asked to earn cash so he could continue to receive government payments as a carer for his elderly mother. On further investigation the business he worked for was the same that we had reported previously. This business today still has a permanent wooden sign in their Westfield Bondi Junction store saying that; 'the eftpos machine is out of order'.
- The same location hires barbers that are on temporary visas. We know this because at least one visa holder has applied for a position in our business.



## APPENDIX A - Labour Market Testing (8 months)

OUTCOME = 0 x Australian workers as a result of LMT

- 1 x Australian worker returned part-time who has since left
- 4 x Working holiday visas (not sustainable for a hairdressing business as clients prefer consistency)
- 1 x Dependent visa

### BACKGROUND TO SKILLS SHORTAGE & EDUCATION ISSUES

A barber (mens hairdresser) is a hairdresser skilled in performing men's haircuts and face shaves and these skills are not ordinarily taught to hairdressers in Australia to the required standard. In order for a hairdresser to be capable of performing the work of a barber they would have to receive additional training, particularly in performing face shaves and lather head shaves. In our experience staff who have completed their TAFE hairdressing courses are not taught how to shave properly as courses are more focused on cutting, colouring and curling women's hair. Although TAFE has in recent years introduced a Certificate III in Barbering (refer to the enclosed article), there remains a shortage of barbers who have built up the required three years' experience cutting hair and

#### The hardest to fill small business jobs in Australia in 2018

Small business jobs that remain unfilled longer than 60 days

Rank	Job	% of postings open more than 60 days	Rank	Job	% of postings open more than 60 days
1.	Telemarketer	60.8%	11.	Speech language pathologist	48.0%
2.	Psychologist	52.2%	12.	Fitter	47.1%
3.	Barber	52.1%	13.	Registered nurse	46.4%
4.	Boilermaker	50.6%	14.	Child care director	46.2%
5.	Panel beater	49.2%	15.	Plumber	45.8%
6.	Metal fabricator	49.2%	16.	Project manager	45.4%
7.	Welder	49.1%	17.	Landscape technician	45.4%
8.	Dentist	49.1%	18.	Carpenter	45.3%
9.	General practitioner	48.9%	19.	Food and beverage manager	45.0%
10.	Cabinet maker	48.3%	20.	Preschool teacher	45.0%

Source: Indeed



performing face shaves, which is a requirement for our nominated roles. The continuing shortage of skilled barbers in Australia is well documented and employment website

'Indeed' recently reported that barber roles were the third most difficult to fill for small business jobs in 2018 with 52.1% of postings remaining open for more than 60 days (refer to the enclosed article).

- <http://blog.au.indeed.com/2018/10/29/the-jobs-australias-small-businesses-find-hardest-to-fill-and-what-to-do-about-it/>
- <https://mobile.abc.net.au/news/2019-12-17/hairdresser-shortage-and-what-should-be-done-about-it/11796838?pfmredir=sm>



## **GUIDE ON EMPLOYING A FOREIGN WORKER**



## AN OVERVIEW FOR EMPLOYERS

### ***STEP 1: You believe that the 482/TSS visa is the one that suits the employee and your needs***

Check if the employee is eligible to apply for the 482/TSS visa you want and see if you are eligible to be a sponsor under that program.

### ***STEP 2: Check that you and your business are eligible to sponsor***

See the sponsor's eligibility requirements in the visa you choose.

### ***STEP 3: Apply to become a sponsor***

You will need to become an approved sponsor to actually sponsor a skilled worker under the 482/TSS visa program.

### ***STEP 4: Nominate the occupation***

Nominate a worker for a particular position in your business or organisation. This involves identifying the vacancy that needs to be filled. Also ensuring that you are nominating the proposed employee into an eligible occupation.

The occupation must be in the eligible list of skilled occupations for the 482/TSS visa.

### ***STEP 5: The employee must complete their visa application***

The employee **MUST** check that they meet the visa eligibility criteria and complete the visa application.

**NOTE:** *Some applicants require a skills assessment by the correct assessing authority. This assessment becomes part of the criteria to get the visa application approved. It is NOT made through the DOHA but instead you must approach and apply through assessing bodies relevant to your particular occupation.*

### ***STEP 6: When ready – Lodge the application***

It is always important that if you are in doubt of having everything that you require with your application, that you do not lodge until you are sure. The process has many complex areas that can be refused if not supported accordingly. You need to avoid this at any cost.

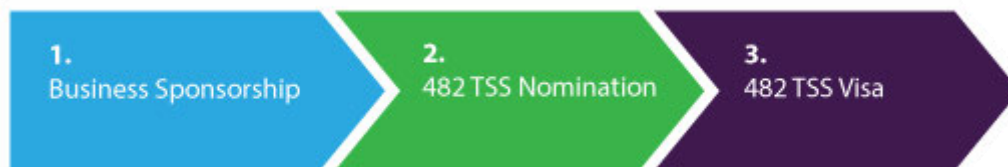
## HOW DOES THE TSS/482 PROGRAM WORK?

In complete contrast to its predecessor, the 457 Temporary Work Visa, the more stringent requirements for the 482/TSS visa that were introduced for sponsoring a skilled migrant on a temporary work visa have made the entire process increasingly more complex, slow and costly.

However, having a clear and basic understanding of the process, can make the option of sponsoring an employee on a 482/TSS visa a little more attractive, and easier to navigate (*provided that the employer has the right assistance*).

### What is the process involved in hiring someone on a 482/TSS visa?

To hire or “sponsor” an individual on a 482/TSS visa requires the lodgement of 3 separate applications:



#### 1. The Standard business sponsorship (SBS) application

This application is all about the sponsoring employer – what the business does, how profitable the business is (and hence whether they can afford to sponsor a skilled migrant worker), whether the business is genuine and operating in Australia et cetera.

In many cases, this application process can be reasonably straight forward, and established businesses that are actively and actually operating in Australia, will not run into any problems in having their sponsorship application approved. Of course, this is provided that the employer understands the concept, of the sponsorship process, and what is DOHA trying to establish from the employer and their application. Lack of understanding in this area will end in the sponsorship likely being refused and making it difficult for the employer to try to have another go at getting it right.

However, once approved, the status as a standard business sponsor is generally valid for 5 years, which means employers only need to lodge this application once every 5 years. Some employers can also apply to be an accredited sponsor, which generally involves, amongst other things, turnover of at least \$4m for the last 2 years and having had a TSS visa approved in the past. Accredited sponsorship status has the benefit of faster processing times. Many new employers (new to the sponsorship process) will not be able to qualify for the accredited sponsorship.

## 2. The 482/TSS Nomination application

Once an employer is approved as a standard business sponsor, it is able to lodge a nomination application for a particular nominated occupation to be filled by a skilled migrant worker. The nomination application is all about convincing the Department of Home Affairs that the business needs that specific occupation, to be filled, as attempts to fill the role with an Australian worker have been unsuccessful. This application is the one where most employers run into issues. Getting it right requires an understanding of all the requirements that need to be met under the TSS nomination regulations, including:

- The role that the employer wants to fill must appear as an occupation on either the Short Term Skills Occupation List (STSOL) or the Medium/Long Term Skills Occupation List (MLTSOL). In determining whether the proposed nominated occupation is an accurate reflection of the duties of the position, the Department of Home Affairs uses the [Australian New Zealand Standard Classification of Occupations \(ANZSCO\)](#). Both the position description and the TSS visa applicant's employment and education history must reflect the description provided by ANZSCO;
- The proposed salary for the nominated position MUST actually meet two (2) requirements.

Firstly, the remuneration must be above the Temporary Skilled Migration Income Threshold (TSMIT). This threshold is set by DOHA has been sitting at \$53,900 plus superannuation.

Secondly, the proposed salary must be within the market rate and reflecting what an equivalent Australian worker performing equivalent work in the same location would receive (and having an understanding of "equivalent work"), or in the absence of an Australian worker performing equivalent work, showing the proposed salary reflects the Australian market salary (and having an understanding of what is meant by "market salary" and what evidence the Department requires to prove "market salary").

**Note:** Some occupations will be subject to caveats that set a minimum remuneration level that is above TSMIT mentioned above;

- To nominate an employee for a 482/TSS visa, a business must demonstrate that they have tested the labour market. Labour market testing includes demonstrating that the business unsuccessfully advertised for the nominated position. Evidence will need to be supplied as part of the application and the evidentiary requirements are very specific. In most cases, two advertisements placed within the last 4 months for a minimum period of 28 days will be acceptable, however there are instances when this will not be sufficient, and alternative evidence is required. Further, there are exemptions to this requirement in some instances. Employers are encouraged to seek professional advice to ensure that the labour market testing provisions are met; and
- proving the nominated occupation is a genuine position and providing information to prove "genuineness" such as an explanation as to why the position is required (if it is a new position), how the position fits in with the current organisational structure, and the duties of that nominated occupation.

- **The Training Levy Fund - The Skilling Australians Fund (SAF) levy**, implemented on 12 August 2018, legislation requires employers to pay a levy to the Commonwealth Government to be redistributed to support the training and education of Australian citizens and permanent residents in TAFE and other courses. The levy is calculated based on the turnover of the business in the most recently completed financial year and the proposed period of employment. It is payable in full at the time of lodging the Nomination. The levy amount is calculated as follows:

Sponsor Turnover <\$10 million	Sponsor Turnover >\$10 million
\$1200 per year of the nomination period for the position being filled by the nominated employee.	\$1800 per year of the nomination period for the position being filled by the nominated employee

The SAF levy must be paid by the employer. Transfer of the payment to any 3rd party or the visa applicant, is illegal and penalties include significant fines or criminal charges.

### 3. The 482/TSS Visa application

Once the nomination application is approved, the final application is the employee's visa application. This application is all about the proposed employee's skills and qualifications and must convince the Department that the employee is suitably skilled to perform the nominated occupation.

Generally, this requires having at least 2 years of experience in the nominated occupation, or 2 years of equivalent work experience, in addition to any qualifications, licensing or registration requirements. If the employee (main visa applicant), has any significant health or character issues, the visa could be refused.

The whole process, including all 3 applications, pre-COVID19 were being processed in an average of between 2-6 months or more, depending on how long the employer/employee takes to collate the required information prior to lodgement of the applications, and current Department processing times. Since COVID19, any occupation that is not on the DOHA "priority list" (called PMSOL), can take anywhere between 6 to 12 months.

Given that sponsoring someone on a TSS visa is a significant investment of time and money, it is important to consider the proposed employee's suitability for the TSS visa *before* any applications are lodged. There is no point in having the employer approved as a standard business sponsor, and having the nomination application approved, only to find out at the last stage of application, that there is a health or character issue associated with the visa applicant that will result in refusal.

Having an understanding of the process and requirements, and a realistic expectation of the time involved, and approaching the priority issues methodically, will make the process an easier and far less frustrating one.

**From:** Tara Hightet [REDACTED]  
**Sent:** Thursday, 4 March 2021 4:08 PM  
**To:** Committee, Migration (REPS) <migration@aph.gov.au>; Kiraly, Ayrton (REPS) [REDACTED]  
**Subject:** COSBOA additional evidence 2

Hello again

Sandy Chong also wanted me to send through the attached PDF and the red text below:

### REFORMS TO PROCESS

FOR HAIRDRESSING IN PARTICULAR - **Recommendation:** Move the ANSCO position 39111 "Hairdresser" from the TSS list to the medium term list WITH CAVEAT/S

For all :

1. Labour Market Testing is an issue for the following reasons

- COST
- HAVING TO DISCLOSE SALARY ON THE JOB ADVERTISEMENT (employee salaries should be kept confidential)
- YOU CANNOT HIRE SOMEONE FOR 28 DAYS (as Labour market testing requires this amount of time to be accepted). This means that if you find someone good and need them to start asap its not possible.

2 - PROCESSING TIME

- You can wait up to 10months for the whole application to go through. We need people now.

3. Quotas or proposed quotas for Australians on Labour Agreements etc - The reason people are apply for these visas is because there is a skills gap and there are not enough Australians so it makes it virtually impossible to meet quite and thus meet requirements for the visa. Its just another way to make sponsoring difficult for small business.

4. IMPOSSIBLE and DIFFICULT to speak to the department. Phone wait times are HOURS. If you visit local offices there do not have staff available to speak with the general public. You are referred to the website which takes you circles. Things are not easily understood and you need agents or solicitors to explain them to you (which is additional costs). There is

5. FINANCIAL Data - I believe this is necessary to weed out any illegitimate operators. I think this is a good part of the system, however having accountants to look at doing this for very small businesses would be a financial strain. Necessary though.

Kind regards,

Tara Hightet

T [REDACTED]



NCVER DataBuilder Apprentices & Trainees dataset - "In training"																								
Year	2016	2016	2016	2016	2017	2017	2017	2017	2018	2018	2018	2018	2019	2019	2019	2019	2020	2020	2016	2017	2018	2019	2020	
Qualification name	Quarter	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Average	Average	Average	Average	Average
Totals		9,170	8,920	8,680	8,460	8,840	8,550	8,260	8,320	8,780	8,565	8,390	8,285	8,565	8,160	8,320	8,155	8,075	7,920	8,808	8,493	8,505	8,300	7,998
SHB20116 - Certificate II in Retail Cosmetics		-	-	5	5	10	15	15	15	20	15	15	15	20	15	10	20	20	20	5	14	16	14	20
SHB20216 - Certificate II in Salon Assistant		5	5	20	40	85	105	130	130	160	175	150	130	145	155	140	105	110	110	18	113	154	136	110
SHB30115 - Certificate III in Beauty Services		15	20	25	35	60	60	55	75	95	90	90	110	125	125	115	65	80	75	24	63	96	108	78
SHB30215 - Certificate III in Make-Up		-	5	5	5	5	5	5	-	-	-	-	5	5	5	5	-	-	-	5	5	5	5	
SHB30315 - Certificate III in Nail Technology		5	5	5	5	-	5	5	5	5	5	-	-	-	-	-	-	5	5	5	5	5	5	5
SHB30416 - Certificate III in Hairdressing		1,890	2,380	3,035	3,935	5,095	5,490	5,970	6,275	6,880	6,810	6,790	6,775	7,020	6,665	6,830	6,825	6,660	6,500	2,810	5,708	6,814	6,835	6,580
SHB30516 - Certificate III in Barbering		110	135	190	245	365	420	525	595	675	685	690	685	760	760	810	775	820	830	170	476	684	776	825
SHB40115 - Certificate IV in Beauty Therapy		130	145	180	215	280	290	320	340	350	340	335	330	340	335	320	310	325	325	168	308	339	326	325
SHB40216 - Certificate IV in Hairdressing		-	-	-	-	-	15	15	15	5	5	5	5	5	-	-	-	-	-		15	5	5	
SHB50115 - Diploma of Beauty Therapy		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	5					5
SIB20110 - Certificate II in Retail Make-Up and Skin Care		35	55	30	5	5	5	5	-	-	-	-	-	-	-	-	-	-	-	31	5			
SIB20210 - Certificate II in Nail Technology		5	15	15	10	5	5	5	-	-	-	-	-	-	-	-	-	-	-	11	5			
SIB30110 - Certificate III in Beauty Services		70	60	40	25	15	10	5	5	5	5	5	5	5	5	5	5	5	5	49	9	5	5	5
SIB40110 - Certificate IV in Beauty Therapy		270	220	185	115	75	60	45	25	15	15	10	10	10	5	5	5	-	-	198	51	13	6	
SIH20111 - Certificate II in Hairdressing		135	135	115	65	45	30	5	-	-	-	-	-	-	-	-	-	-	-	113	27			
SIH30111 - Certificate III in Hairdressing		6,440	5,690	4,810	3,730	2,770	2,025	1,155	835	565	415	295	215	130	90	70	50	45	35	5,168	1,696	373	85	40
SIH40111 - Certificate IV in Hairdressing		-	-	5	5	5	-	-	-	-	-	-	-	-	-	-	-	-	-	5	5			
WRB40105 - Certificate IV in Beauty Therapy		30	25	15	15	10	5	-	-	-	-	-	-	-	-	-	-	-	-	21	8			
WRH30109 - Certificate III in Hairdressing		20	10	10	5	5	5	5	5	-	-	-	-	-	-	-	-	-	-	11	5			
NCVER DataBuilder Apprentices & Trainees dataset - "In training" - includes commencements and continuing enrolments																								
Accessed 22 February 2021																								



# TSS NOMINATION APPLICATION

#	Document description	Done
<b>Application forms</b>		
1	Signed Form 956	
<b>Business Documents</b>		
2	Australian Business Number registration	
3	Company registration certificate	
4	ASIC Extract for the business showing directors/shareholders	
5	Trust Deed for Trustee business (if applicable)	
6	Business name registration certificate (if applicable)	
7	Organisation chart for the business, showing: <ul style="list-style-type: none"> <li>a. All positions within the business.</li> <li>b. Whether the position is part-time or full-time.</li> <li>c. Whether the position is filled by an Australian citizen/permanent resident or a visa-holder</li> </ul>	
8	Advertising and promotional material about the business operations	
9	<i>Business Activity Statements</i> for the last 12-month period	
10	Financial Report (or draft financial report) for the last full financial year	
11	Last Financial Report submitted to the Australian Tax Office	
<b>Employment Documents</b>		
12	Copy of initial employment contract submitted with previous subclass 457/TSS nomination application (if applicable)	
13	Employment contract between the sponsoring business and the Nominee issued and signed AFTER the advertising period has been completed.	
14	Position description for the nominated occupation	
15	If the business has any Australian staff performing similar work to the nominated role, please provide a copy of their employment contract. (equivalent Australian worker)	
<b>Labour Market Testing</b>		

16	<p>Copies of at least three (3) advertisements posted for the nominated position in the last <b>four months</b> for at least <b>four weeks (28 days)</b> on:</p> <p>(a) On Job Active national recruitment website and two other national recruitment website (e.g. jobactive.gov.au, seek.com.au, Indeed, Adzuna, Jora)</p> <ul style="list-style-type: none"> <li>○ A recruitment website 'with national reach' is a prominent or professional recruitment website that publishes advertisements for positions throughout Australia. (A general classifieds website or an advertisement solely through a social media notification, such as Twitter or Instagram is not an acceptable method.)</li> </ul> <p>(b) in national print media</p> <ul style="list-style-type: none"> <li>○ Print media with 'national reach' includes national newspapers or magazines that are published at least monthly and marketed throughout Australia.</li> </ul> <p>(c) on national radio, or Radio with 'national reach' includes radio programmes that are broadcast or syndicated nationally.</p>	
17	Receipts for each paid advertisement posted for the nominated position (if paid advertisements)	
18	Printouts of the results from advertising on job recruitment websites (if applicable)	

## DOCUMENT LIST

### Subclass 482 – Visa Applicant -Short Term Stream

#### Part 1 - Documents from the Primary visa applicant

#	Document description	Done
Application forms		
2	Signed Form 956	
Documents		
4	Passport sized photograph (in jpeg format)	
5	A copy of passport bio data page	
6	Change of name certificate (if applicable)	
7	Identity card (if applicable)	
8	Marriage Certificate	
9	Any previous marriage/divorce certificates (if applicable)	
10	Up to date Resume	
11	Subclass 482/457 skills assessment (if you have one – not mandatory).	
12	IELTS Test Report showing an overall band score of at least 5.0 and a score of at least 4.5 in all four components of the IELTS test.	
13	Educational and professional qualifications (certificates and academic transcripts).	
14	Any Registration, licensing or professional memberships.	
15	Employment References from previous employers on letterhead including: <ul style="list-style-type: none"><li>• details of your position and dates of service; and</li><li>• the name, title and contact details of the referee.</li></ul>	
<b>Health and character documents</b>		
16	Evidence of private health insurance or Medicare card.	

17	<p>An overseas police certificate from any other country in which you have lived for 12 months in the past 10 years.</p> <p>Instructions for each country can be found at:</p> <p><a href="https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list">https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list</a></p> <p>Australian Federal Police Clearance instructions:</p> <p><a href="https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks">https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks</a></p>	
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## Part 2 - Documents from the Secondary visa applicant

#	Document description	Done
<b>Documents</b>		
1.	Passport sized photograph (in jpeg format)	
2.	A copy of passport bio data page	
3.	Change of name certificate (if applicable)	
4.	Identity card (if applicable)	
5.	Marriage Certificate	
6.	Any previous marriage/divorce certificates (if applicable)	
7.	<p>Evidence of De Facto relationship including:</p> <ul style="list-style-type: none"> <li>• Joint Rental tenancy agreement</li> <li>• Joint Bank Account statements</li> <li>• Joint ownership of property</li> <li>• Evidence of joint travel (e.g. flight itineraries and tickets)</li> <li>• Photographs of the Couple together with family and friends with descriptions (at least 10 -20 photographs)</li> <li>• Statements from friends and family confirming the relationship (at least 2 to 4 statements)</li> </ul>	
<b>Health and character documents</b>		
8.	Evidence of Australian private health insurance or Medicare card.	
9.	<p>An overseas police certificate from any other country in which you have lived for 12 months in the past 10 years.</p> <p>Instructions for each country can be found at:</p> <p><a href="https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list">https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list</a></p> <p>Australian Federal Police Clearance instructions:</p> <p><a href="https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks">https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks</a></p>	

### Part 3 - Documents from Child Applicant over 18 years of age

#	Document description	Done
<b>Application forms</b>		
1.	Completed Form 47A	
<b>Documents</b>		
2.	Passport sized photograph	
3.	A copy of every passport page (apart from completely blank pages).	
4.	Change of name certificate (if applicable)	
5.	Identity card (if applicable)	
<b>Evidence of Financial Dependency for the last 12 months</b>		
6.	School or university enrolment letters showing full-time study	
7.	Academic Transcripts for current course of study	
8.	Official letters and mail addressed to you showing your residential address	
9.	Bank Statements showing transfer of money from Primary Applicant (if applicable)	
10.	Money Transfer receipts showing transfer of monies from Primary Applicant to secondary Applicant (if applicable)	
11.	Any other evidence of financial dependency on the Primary Applicant	
<b>Health and character documents</b>		
12.	Evidence of Australian private health insurance or Medicare card.	
13.	<p>An overseas police certificate from any other country in which you have lived for 12 months in the past 10 years.</p> <p>Instructions for each country can be found at:</p> <p><a href="https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list">https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations/list</a></p> <p>Australian Federal Police Clearance instructions:</p> <p><a href="https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks">https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks</a></p>	



Part 4 - Documents from the Child visa applicant under 18 years of age

#	Document description	Done
<b>Documents</b>		
1.	Passport sized photograph (in jpeg format)	
2.	A copy of passport bio data page	
3.	Birth Certificate showing both parent's names	
4.	Change of name certificate (if applicable)	
5.	Identity card (if applicable)	
<b>Health and character documents</b>		
6.	Evidence of Australian private health insurance or Medicare card.	