



Australian Government

Department of Immigration  
and Citizenship

# Nomination for an occupational trainee position

Form  
**1402N**

## About this form

Important – Please read this information carefully before you complete your nomination. Once you have completed your nomination we strongly advise that you keep a copy for your records.

All relevant questions on this form should be answered and any requested information attached. The Department of Immigration and Citizenship (the department) may decide your application on the basis of the information provided on your application.

All forms are available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

## Purpose of the nomination

Nomination is an important part of the sponsorship framework as it provides the link between the sponsor and the nominated person. It is the means by which the sponsor seeks to 'match' the visa applicant to the position or activity to be undertaken in Australia.

The nomination identifies the:

- nominated person and any accompanying family members;
- stream under which the nominated person will be applying (ie. occupational trainee);
- training to be undertaken by the nominated person in Australia and the location(s) where this will be carried out;
- skills, experience and background of the nominated person and how they relate to the position or activity; and
- the proposed sponsor in Australia of the nominated person including their location and contact details – please note that if you are not the proposed employer you will need to indicate in your application the relationship between you (as the sponsor) and the proposed employer.

Training and research nomination requirements are different depending on the intended type of occupational training.

The nomination criteria are separated into 3 alternative types:

- occupational training required for registration;
- structured training to enhance skills in an eligible occupation;
- workplace-based training for capacity building overseas.

To meet the nomination criteria, only the requirements of one type need to be met.

## Who should use this form

This form should be used by organisations, government agencies or foreign government agencies to sponsor a person to participate in a work-based training program in Australia. Please note, sponsors who are Commonwealth agencies are not required to lodge or have a nomination application approved.

To nominate an applicant for a Training and Research (subclass 402) visa in the occupational trainee stream the organisation proposing to sponsor the applicant must be approved as a training and research sponsor or have lodged a sponsorship application that has not yet been decided. The organisation may also be an approved Occupational Training sponsor (or have lodged a sponsorship application for one of these sponsor classes before 24 November 2012 that has not yet been decided).

## Nomination arrangements NOT covered by this form

To nominate a person:

- for long stay temporary business employment in Australia (subclass 457), complete form 1196N *Nominating overseas employees to work temporarily in Australia*;
- to work in the entertainment industry, complete form 1420N *Nomination for an entertainment position*;
- to participate in a staff exchange arrangement, undertake ongoing sporting activities or religious work, you should complete form 1401N *Nomination for a long stay activity position*.

Forms 1196N, 1420N and 1401N are available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

## Occupational trainee stream eligibility

Nomination requirements are different depending on the work based training that the nominated person will be undertaking in Australia.

## Occupational training required for registration

Occupational training eligible under this nomination stream is workplace training or practical experience that:

- is necessary for the nominated person to obtain registration, membership or licensing in Australia or their home country in their identified occupation;
- involves a mandatory registration requirement to be employed in the identified occupation of the nominated person;
- is of a duration necessary for the nominated person to meet the registration requirement in the identified occupation, taking into account their prior experience.

The nominated person should have appropriate skills to undertake the occupational training.

## Structured training to enhance skills in an eligible occupation

The training program should be structured to meet the specific training needs of the nominated person in order to enhance their skills. The nomination should outline or confirm that the training:

- involves a structured workplace training program, including a sports trainee program;
- is specifically tailored to the training needs of the nominated person;
- is of a duration that meets the specific training needs of the nominated person;
- is related to an eligible occupation;
- involves a nominated person that has recent and suitable prior experience to undertake the training.

## Workplace-based training for capacity building overseas

The purpose of this stream is to provide training opportunities in Australia for people to develop skills that they can use on their return home. Occupational training eligible under this nomination stream is training that:

- is not available in the home country of the nominated person;
- involves a structured training program;
- is workplace-based and will give the nominated person additional or enhanced skills in the related occupation;
- is one of the following:
  - supported by a government agency in Australia or the government of a foreign country that is the home country of the nominated person;
  - practical experience, research or observation required to complete a qualification from a foreign educational institution for a period of no more than 6 months;
  - involves a nominated person that is a current or recent student of a foreign educational institution and undertaking research in Australia that is closely related to the person's current or recent enrolled course.
- involves a nominated person that intends to return to their home country after successfully completing the training.

## Health practitioners

Health practitioners who are treating patients as part of their occupational training are required to have conditional or provisional registration from the relevant national, state or territory regulatory body. Nominations for health practitioners must include a letter from the relevant registration authority advising that the nominated person has conditional or provisional registration for the training.

Obtaining provisional registration with the Australian Health Practitioner Regulation Agency (AHPRA) may take an extensive period of time. If the person you are nominating has not already applied for this, it may cause delay to processing time.

## Nominating a current subclass 402 visa holder

If you are a training and research sponsor and wish to nominate a current subclass 402 visa holder, you only need to lodge a nomination. The person you are nominating will not need to apply for a new visa unless their current visa is about to expire.

You are encouraged to discuss the application with the person you are proposing to sponsor **prior** to lodgement.

You are also encouraged to keep the nominated person informed of the progress of the application.

## Who should be included in this nomination?

### Nominated primary person

The person you consent to sponsor to work or undertake an activity in a nominated position in Australia.

### Secondary person (family members)

- *Partner*  
'Partner' means the spouse or de facto partner (including same-sex partner) of the primary person.

- *Dependent child (under 18 years of age)*

A dependent child is the child or step-child of the primary person or their partner where the primary person or their partner has legal responsibility for the child.

- *Dependent child (aged 18 years and over) and other relatives*

Dependent children aged 18 years and over, and other relatives of the primary person or their partner may be considered in the nomination if:

- they are not currently married, engaged to be married or in a de facto relationship;
- they are usually resident in the primary person's household;
- they rely on the primary person for financial support for their basic needs;
- the primary person has supported them for a substantial period;
- they rely on the primary person more than any other person or source; and
- they rely on the primary person as they are incapacitated for work.

All secondary persons who intend to accompany the primary person to Australia or join the primary person in Australia at a later date, must be included in this nomination at Part G.

## Family members joining a sponsored primary person in Australia

Family members not listed in this nomination who wish to join the primary person in Australia at a later date are required to provide a letter confirming that you will accept responsibility for them. As the sponsor, you will need to provide this letter to the family member(s) to lodge with their visa application.

## Salary or wages

The salary or wages payable to the nominated person in relation to the proposed work are required to be in accordance with Australian employment conditions and awards.

If there is no award, and it is not a volunteer position, the nominated person is to receive at least the minimum Federal award rate.

## Unpaid work or volunteer position

A nomination for an unpaid position can only be approved where the work or activity to be undertaken would not attract a salary or wage if undertaken by an Australian citizen or Australian permanent resident.

If the nomination relates to a volunteer position the nominated person will receive no remuneration for doing the work or activity other than:

- reimbursement for reasonable expenses incurred by the person in doing the work; and/or
- prize money.

You will need to complete and lodge form 1283 *Acknowledgement of unpaid placement – visa applicant* and form 1284 *Acknowledgement of unpaid placement – sponsor* with this application. Form 1283 and form 1284 are available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

## ANZSCO Dictionary

The ANZSCO Dictionary is the Australian and New Zealand Standard Classification of Occupations, as published by the Australian Bureau of Statistics. For more information see [www.abs.gov.au](http://www.abs.gov.au)

## Occupation Code

An Occupation Code is the code used to identify the occupation as defined by the ANZSCO Dictionary or the code used to identify the occupation. For more information see [www.abs.gov.au](http://www.abs.gov.au)

## Sponsor obligations

The obligations apply to all training and research sponsors and occupational trainee sponsors.

### Obligation to cooperate with inspectors

The sponsor must cooperate with inspectors appointed under the *Migration Act 1958* in determining whether:

- a sponsorship obligation is being, or has been, complied with; or
- circumstances, in which the department may take administrative action, exist or have existed.

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends 5 years after the day on which the approved sponsorship ceases.

For more information see *Other reasons why administrative action may be taken* on page 4.

### Obligation to keep records

The sponsor must keep records of their compliance with the obligations. All records must be reproducible and some must be capable of verification by an independent person. For a complete list of the records that must be kept, including the manner in which the records should be kept, see [www.immi.gov.au/skilled/sponsor-obligations-list.htm](http://www.immi.gov.au/skilled/sponsor-obligations-list.htm)

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends 2 years after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

However, no records need be kept for more than 5 years under this obligation.

### Obligation to provide records and information

The sponsor must provide records or information relating to the administration of sponsorship requested by written notice if the sponsor is required to keep the records or information:

- under a law of the Commonwealth or a state or territory; or
- the obligation to keep records.

The records and information must be provided in the manner, and within the timeframe, requested in the written notice.

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends on the day after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

### Obligation to provide information to the department when certain events occur

The sponsor must provide certain information to the department when certain events occur. This information must be provided by registered post or e-mail, to a specified address and within 10 working days of the event occurring.

For a complete list of the information and events see [www.immi.gov.au/skilled/sponsor-obligations-list.htm](http://www.immi.gov.au/skilled/sponsor-obligations-list.htm)

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends on the day after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

### Obligation not to recover certain costs from a sponsored person

The sponsor must not charge, transfer or recover, or seek to charge, transfer or recover, from the sponsored person, all or part of the costs (including migration agent costs):

- in relation to the recruitment of the primary sponsored person; or
- in association with becoming or being a sponsor or former approved sponsor.

In addition to the above, if the sponsored person holds, or last held a subclass 402 visa, the sponsor must not recover, or seek to recover, from the sponsored person, expenditure by the sponsor in relation to financial support of the sponsored person in Australia.

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends on concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

### Obligation to pay costs incurred by the Commonwealth to locate and remove an unlawful non-citizen

The sponsor must pay costs incurred by the Commonwealth in locating and/or removing a sponsored person from Australia, if requested by written notice.

This obligation starts to apply on the day on which the sponsored person becomes an unlawful non-citizen.

This obligation ends 5 years after the sponsored person leaves Australia. However, the sponsor is only liable for costs up to the time the sponsored person leaves Australia.

### Obligation to ensure the primary sponsored person works or participates in the nominated occupation, program or activity – *this obligation applies to a training and research sponsor or an occupational trainee sponsor when the sponsored person holds a Training and Research (subclass 402) visa in the occupational trainee stream.*

The sponsor must ensure that the primary sponsored person works or participates in the nominated occupation, program or activity. If a sponsor wants to employ or engage a primary sponsored person in a different occupation, program or activity, the sponsor must lodge a new nomination in respect to that occupation, program or activity for the primary sponsored person.

This obligation starts to apply on the day on which the primary sponsored person is granted a subclass 402 visa in the occupational trainee stream, unless he or she already holds a subclass 402 visa in the occupational trainee stream in which case the obligation starts to apply on the day the sponsor's nomination for the primary sponsored person is approved.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the primary sponsored person is approved;
- on which the primary sponsored person is granted a substantive visa of a different subclass to the one they last held (if the primary sponsored person is granted another substantive visa of the same type they last held in order to continue to work for the sponsor, the obligation continues); or
- the person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

### **Obligation to secure an offer of a reasonable standard of accommodation**

The sponsor must secure an offer of a reasonable standard of accommodation for the sponsored persons while they are in Australia if the sponsored person holds:

- a subclass 402 visa under the occupational trainee stream;
- a subclass 402 visa under the professional development stream; or
- a subclass 442 visa.

If the sponsored person holds a subclass 402 visa under the occupational trainee stream or a subclass 442 visa, this obligation only applies when the sponsored person is in a 'volunteer position' and the secondary sponsored person. For a guide to what is 'a reasonable standard' see

[www.immi.gov.au/skilled/sponsor-obligations-list.htm](http://www.immi.gov.au/skilled/sponsor-obligations-list.htm)

This obligation starts to apply:

- *if the sponsored person holds a subclass 402 visa under the occupational trainee stream or a subclass 442 visa* – on the day on which a nomination by the sponsor of an occupation or activity for the primary sponsored person is approved or if the sponsor is a Commonwealth agency, on the day the person or the secondary person is granted a subclass 402 visa;
- *if the sponsored person does not hold a subclass 402 visa under the occupational trainee stream or a subclass 442 visa on the day the nomination is approved* – on the day the person or the secondary person is granted a subclass 402 visa; or
- *if the primary sponsored person does not hold a subclass 402 visa* – on the day the person or the secondary person is granted a subclass 402 visa.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the sponsored person is approved;
- on which the sponsored person is granted a substantive visa of a different subclass to the one last held (if the sponsored person is granted another substantive visa of the same type they last held in order to continue to work for the sponsor, the obligation continues); or
- the sponsored person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

### **Sanctions for failing to satisfy sponsorship obligations**

If the sponsor fails to satisfy a sponsorship obligation, the Minister may take one or more of the following actions:

#### *Administrative*

- bar the sponsor, for a specified period, from sponsoring more people under the terms of one or more existing approvals as a sponsor for different kinds of visas;
- bar the sponsor, for a specified period, from making future applications for approval as a sponsor in relation to one or more classes of sponsor;
- cancel one or all of the sponsor's existing approvals as a sponsor.

#### *Civil*

- apply to a Court for a civil penalty order of up to AUD51,000 for a corporation and AUD10,200 for an individual for each failure; or
- issue an infringement notice of up to AUD10,200 for a body corporate and AUD2,040 for an individual for each failure.

### **Other reasons why administrative action may be taken**

There are a number of other circumstances (besides failure to satisfy a sponsorship obligation) in which the administrative actions described above may be taken:

- the sponsor has provided false or misleading information to the department or the Migration Review Tribunal;
- the sponsor no longer satisfies the criteria for approval as a sponsor or for variation of a term of that approval;
- the sponsor has been found by a court or competent authority to have contravened a Commonwealth, state or territory law;
- a primary sponsored person is found to have contravened a law relating to the licensing, registration or membership required in order to work in the nominated occupation.

### **Monitoring**

If you are approved as a sponsor you must comply with the *Sponsorship obligations* (as outlined on pages 3 and 4). The department will monitor compliance with the sponsorship obligations and whether associated visa holders are abiding by their visa conditions.

Routine monitoring is conducted from time to time and may also be initiated based on information provided to the department. This may take place during the approved sponsorship period and for up to 5 years after the sponsorship ceases.

The department conducts monitoring in 3 main ways:

- exchanging information with other Commonwealth, state and territory government agencies, including the Department of Education, Employment and Workplace Relations and the Australian Taxation Office;
- written requests to the sponsor to provide information in accordance with the obligation to provide records and information; and
- site visits, usually to the sponsored business premises, with or without notice.

Monitoring may include investigations being conducted by Commonwealth officers called inspectors. Inspectors have certain investigative powers under the *Migration Act 1958*. Failure to cooperate with inspectors is a breach of the sponsorship obligations and the department may take action against the sponsor. For details on the actions the department may take, refer to *Sanctions for failing to satisfy sponsorship obligations* on page 4.

All written communication about the department's monitoring requirements will be sent directly to you, unless you have authorised another person, including migration agents, to act and receive information on your behalf. The sponsorship obligations (including the obligations to cooperate and provide information to the department) will remain with you as the sponsor even if you have authorised another person to act and receive information on your behalf.

## How to apply

### Integrity of the nomination

The department is committed to maintaining the integrity of the visa and citizenship programs. If you provide us with fraudulent documents or claims, this may result in processing delays and/or your application being refused. Providing false or misleading information, documents or statements to an officer is a serious offence, with a maximum penalty of 10 years imprisonment or 1,000 penalty units, or both.

### Step 1 – How to fill in this form

The form is available as a PDF and can be filled in on screen, printed and mailed to the department or you can print a copy and use a black or blue pen, write neatly in English using BLOCK LETTERS.

If you need more space to answer questions or wish to provide additional relevant information, give details at Part M or attach a signed and dated sheet with the details.

Use the *Document checklist* at Part K to make sure you have answered all the questions and provided everything required.

Any alterations made on the form must be dated and initialled.

### Step 2 – Payment for the nomination fee

A prescribed application fee is required and must accompany the application. Payment of the fee does not guarantee approval of the nomination and is generally not refundable.

Fees may be subject to adjustment at any time.

To check the nomination fee, refer to the department's website [www.immi.gov.au/fees-charges](http://www.immi.gov.au/fees-charges) or check with the nearest office of the department.

### Method of payment

To make a payment, please pay by credit card, debit card, bank cheque or money order made payable to the Department of Immigration and Citizenship. Debit card and credit card are the preferred methods of payment.

### Step 3 – Lodge your nomination

The nomination must be lodged before the visa application.

The nomination can be lodged in person, by a representative or sent by mail or fax.

The nomination should be lodged at one of the following addresses:

by courier:

Department of Immigration and Citizenship  
Specialist Temporary Entry Centre (SA)  
Level 4 (West)  
55 Currie Street  
ADELAIDE SA 5000

by mail:

Department of Immigration and Citizenship  
Specialist Temporary Entry Centre (SA)  
GPO Box 2399  
ADELAIDE SA 5001

by fax: (08) 7421 7603

You may also be able to lodge this application online, see [www.immi.gov.au](http://www.immi.gov.au)

## What happens next?

It is important that you lodge the nomination with all the documents necessary to make an assessment. Lodging a complete nomination assists case officers in making a fair and complete assessment of your claims and results in faster processing times. You may be asked to provide additional information to enable a decision to be made.

You will be advised in writing whether or not the nomination has been approved. If the nomination has not been approved, you will be given a reason for the decision as well as information about your review rights.

To allow the nominated person to lodge their visa application you will need to provide that person with a copy of the *Nomination approval letter* or if the nomination has not yet been decided, the *Nomination application acknowledgement of receipt letter*.

The department's service standards can be found at [www.immi.gov.au](http://www.immi.gov.au)

## Immigration assistance

A person gives immigration assistance to you if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist you with your visa application, request for ministerial intervention, cancellation review application, sponsorship or nomination.

In Australia a person may only lawfully give immigration assistance if he or she is a registered migration agent or is exempt from being registered. Only registered migration agents may receive a fee or reward for providing immigration assistance.

If an unregistered person in Australia, who is not exempt from registration, gives you immigration assistance they are committing a criminal offence and may be prosecuted.

### Migration agents in Australia

Migration agents in Australia must be registered with the Office of the Migration Agents Registration Authority (Office of the MARA) unless they are exempt from registration.

### Migration agents outside Australia

Migration agents who operate outside Australia do not have to be registered. The department may give some overseas agents an ID number. This number does not mean that they are registered.

**Note:** Some Australian registered migration agents operate overseas.

### Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit you;
- tell you the documents you need to submit with your application;
- help you fill in the application and submit it; and
- communicate with the department on your behalf.

If you appoint a migration agent, the department will assume that your migration agent will be your authorised recipient, unless you indicate otherwise.

Your migration agent will be the person with whom the department will discuss your application and from whom it will seek further information when required.

You are not required to use a migration agent. However, if you use a migration agent, the department encourages you to use a registered migration agent. Registered agents are bound by the Migration Agents Code of Conduct, which requires them to act professionally in their clients' lawful best interests.

Information on migration agents, including a list of registered migration agents, is available on the Office of the MARA website [www.mara.gov.au](http://www.mara.gov.au)

You can also access information about migration agents on the department's website [www.immi.gov.au](http://www.immi.gov.au)

### Exempt persons

The following people do not have to be a registered migration agent in order to provide immigration assistance, but they must not charge a fee for their service:

- a close family member (spouse, de facto partner, child, parent, brother or sister);
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance (eg. a Legal Aid provider);
- a member of a diplomatic mission, consular post or international organisation.

### Appointing a migration agent/exempt person

To appoint a migration agent/exempt person you should complete *Part I – Options for receiving written communications*.

Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*.

Form 956 is available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

### Options for receiving written communications

If you do not appoint a migration agent/exempt person you may still authorise another person, in writing, to receive written communications on your behalf. This person is called the authorised recipient.

#### Authorised recipient information

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have health and/or character information sent directly to you.

The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

You will be taken to have received any documents sent to that person as if they had been sent to you.

To appoint an authorised recipient you should complete:

- *Part I – Options for receiving written communications*; and
- form 956A *Appointment or withdrawal of an authorised recipient*.

**Note:** Migration agents/exempt persons do not need to complete form 956A.

Form 956A is available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

### Consent to communicate electronically

The department may use a range of means to communicate with you. However, electronic means such as fax or e-mail will only be used if you indicate your agreement to receiving communication in this way.

To process your application the department may need to communicate with you about sensitive information, for example, health, police checks, financial viability and personal relationships. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with.

If you agree to the department communicating with you by electronic means, the details you provide will only be used by the department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to use for another purpose. They will not be added to any mailing list.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

If you authorise another person to receive documents on your behalf and they wish to be contacted electronically, their signature is required on form 956 or 956A to indicate their consent to this form of communication.

**Note:** Electronic communication is the fastest means of communication available and the department prefers to communicate electronically because this results in faster processing.

### About the information you give

The department is authorised to collect information provided on this form under Part 2 of the *Migration Act 1958* 'Control of Arrival and Presence of Non-Citizens'. Information provided will be used for assessing your sponsorship application, and for other purposes relating to the administration of the Migration Act.

To ensure the integrity of the visa program, the department has a thorough monitoring process to assist in ensuring compliance with all program requirements and all relevant Australian laws.

The department will disclose your information to other Commonwealth, state and territory government departments and agencies for the purposes of administering migration legislation, and when it may assist another agency to perform a regulatory function. The departments and agencies include the Fair Work Ombudsman, Department of Foreign Affairs and Trade, Department of Education, Employment and Workplace Relations, Australian Taxation Office and Commonwealth, state and territory departments and agencies responsible for health, workplace safety, public safety, industrial relations, law enforcement, taxation, superannuation, fair trading and trade practices legislation.

The collection, access, storage, use and disclosure by the department of the information you provide in this form is governed by the *Privacy Act 1988* and, in particular, by the 11 Information Privacy Principles. The information form 993i *Safeguarding your personal information*, available from the department's offices, gives details of agencies to which your personal information will be disclosed. Form 993i is also available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

*Home page*

[www.immi.gov.au](http://www.immi.gov.au)

*General enquiry line*

Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

*Please keep these information pages for your reference*



# Nomination for an occupational trainee position

Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable

## Part A – General information

- 1** Are you approved, or have you lodged an application for approval as:
- a training and research sponsor; or
  - an occupational trainee sponsor?
- No  **Important** – You will need to lodge form 1402S *Application for approval as a training and research sponsor or professional development sponsor* to allow the nomination to be decided

Yes  Sponsor name  
  
 Organisation name  
  
 Approval date  
 DAY MONTH YEAR  
  
 Sponsor class  
  
 Sponsorship application ID number (if known)

**Note:** Sponsorship ID number can be found on the *Sponsor approval letter* or on the *Sponsor application acknowledgement of receipt letter* from the department. Attach a copy, see Part K – Document checklist.

## Part B – Organisation details

**2** Legal registered name

**3** Trading name

**4** Registration type  
 Australian Business Number (ABN)  
  
 Australian Company Number (ACN) (if applicable)  
  
 Australian Registered Body Number (ARBN) (if applicable)  
  
 Australian Stock Exchange Code (ASX Code) (if applicable)

**5** Contact person in the organisation for enquiries about this application

Family name   
 Given names   
 Position   
 Telephone number  (AREA CODE )  
 Mobile/cell

**6** Do you agree to the department communicating with you by e-mail?  
 This may include receiving notification of the outcome of this application.  
**Note:** We can communicate about this application more quickly using e-mail.  
 No   
 Yes  E-mail address (Please print your e-mail address clearly)

## Part C – Details of the position

### 7 Give details of the position

Job title

Position

Occupation

Name of the occupation as it appears in the ANZSCO Dictionary (if applicable). For further information see *Occupation Code* on page 3.

The position is: Full-time  Part-time

### 8 Give the nominated person's proposed period of training or activity

Date from 

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

 to 

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 9 Give the nominated person's proposed period of stay in Australia

Date from 

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

 to 

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 10 Give details of each general or on-the-job training activity, classroom based training activity and supervised work activity that will be undertaken in the nominated position

1. Activity type: General or on-the job training   
 Classroom based training   Hours per week  
 Supervised work

Street address where the activity will take place

<input type="text"/>
<input type="text"/>
POSTCODE

<input type="text"/>
<input type="text"/>
POSTCODE

*If more than 2 addresses, give details at Part M*

2. Activity type: General or on-the job training   
 Classroom based training   Hours per week  
 Supervised work

Street address where the activity will take place

<input type="text"/>
<input type="text"/>
POSTCODE

<input type="text"/>
<input type="text"/>
POSTCODE

*If more than 2 addresses, give details at Part M*

3. Activity type: General or on-the job training   
 Classroom based training   Hours per week  
 Supervised work

Street address where the activity will take place

<input type="text"/>
<input type="text"/>
POSTCODE

<input type="text"/>
<input type="text"/>
POSTCODE

*If more than 2 addresses, give details at Part M*

4. Activity type: General or on-the job training   
 Classroom based training   Hours per week  
 Supervised work

Street address where the activity will take place

<input type="text"/>
<input type="text"/>
POSTCODE

<input type="text"/>
<input type="text"/>
POSTCODE

*If more than 2 addresses, give details at Part M*

*If insufficient space, give details at Part M*

### 11 Will you be engaging the nominated person as an employee of your organisation?

No  Explain the nature of the relationship between you and the nominated person

*If insufficient space, give details at Part M*

Yes

*Attach evidence of the employment arrangement with the nominated person, see Part K – Document checklist.*



**12** Will the nominated person be employed or engaged in Australia by any other organisation?

No

Yes  Give details

Name of organisation or individual

Name of contact officer

Australian Business Number (ABN)

Australian Company Number (ACN) (if applicable)

Business address

  
  

Office hours telephone

Give details of the arrangement you have with the organisation or individual for the employment or engagement of the nominated person, including the number of hours per week they will spend with the organisation or individual

If insufficient space, give details at Part M

**13** Who will be paying the nominated person's salary?

For further information see *Salary or wages* on page 2.

Nominee will not be paid

You or your organisation  Go to Question 15

Another organisation  Give details of organisation

Organisation name

Australian Business Number (ABN) (if applicable)

**14** Will the nominated person be undertaking a volunteer position?

For further information see *Unpaid work or volunteer position* on page 2.

No

Yes  Give details

If insufficient space, give details at Part M

Go to Question 17

**15** What will be the nominated person's gross salary per annum excluding any payment of allowances such as superannuation, accommodation, meals etc?

AUD

Attach a copy of the training contract or agreement detailing the salary package, see Part K – Document checklist.

**16** How often will the nominated person be paid?

Weekly

Fortnightly

Monthly

Annually

**17** Will the nominated person receive remuneration for undertaking the training or activity in Australia?

No  You will need to lodge form 1283 *Acknowledgement of unpaid placement – visa applicant* and form 1284 *Acknowledgement of unpaid placement – sponsor* with this application. Form 1283 and form 1284 are available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

Yes  What does the remuneration package include?

Monetary value (AUD)

Accommodation

AUD

Meal allowance

AUD

Other living allowance

AUD

Travel allowance

AUD

Commissions, shares and/or bonuses

AUD

Other packaged items or benefits (including, but not limited to, cars, phones, laptop computers, airline club memberships, medical cover, child care, clothing allowances)

AUD

Provide all relevant details

If insufficient space, give details at Part M

**18** Will the nominated person receive any scholarship or similar payment?

No

Yes  Give details

Who is responsible for paying the scholarship or similar payment?

Amount

AUD

## Part D – Occupational training details

**19** How will the nominated person utilise the occupational training program in Australia?

Training program utilised for:

(Tick one box only)

Occupational training required for registration  Attach a:

- letter from the regulatory body in Australia or the home country advising that the training is necessary for the nominated person to obtain mandatory registration to work in the occupation;
- letter from the relevant registration authority advising that the primary person has conditional registration for the nominated persons training (health practitioners only).

Structured training to enhance skills in specific occupations  Attach:

- the structured training program that is specifically tailored to the training needs of the nominated person;
- curriculum vitae (CV)/resume.

Workplace-based training for capacity building overseas  Attach:

- the structured training program that is specifically tailored to the training needs of the nominated person;
- a letter from the educational provider in the home country advising that the practical experience, research or observation is a requirement of the nominated person's course (students enrolled in overseas institutions only) (if applicable);
- evidence of current enrolment or research and details of the research to be conducted in Australia and how it relates to the studies or qualifications of the nominated person (if applicable);
- a letter of support from a government agency in Australia or the government of the nominated person's home country indicating that the training promotes international capacity building (if applicable).

See Part K – Document checklist

**20** What are the objectives of the proposed training?

**21** What are the additional or enhanced skills to be acquired by the nominated person?

**22** Do you receive any Australian Government funding towards this training?

No

Yes  Give details

## Part E – Responsibilities, qualifications and experience

**23** Describe the main tasks and responsibilities of the position

List main tasks of the position

List main responsibilities of the position

Other information about the position

If insufficient space, give details at Part M

- 24** Describe the qualifications, relevant skills, employment experience and registration/licences required to be held by the nominated person

Relevant qualifications/academic merit

Attach a copy of the nominated primary person's relevant qualifications and curriculum vitae (CV).

List relevant skills

Registration/Licensing/Professional membership requirements (if applicable)

If insufficient space, give details at Part M

## Part F – English language skills

- 25** Has the organisation made an assessment of the nominated person's English language skills?  
 No  ► Go to Part G  
 Yes
- 26** Are you satisfied that the nominated person's English language skills are sufficient to undertake the occupational training program?  
 No   
 Yes
- 27** Are you satisfied that the nominated person's English language skills are sufficient to understand and comply with Work Health Safety requirements?  
 No   
 Yes

## Part G – Details of nominated person and family members

### Nominated person

- 28** Is the nominated person already a holder of a current Australian visa?

No

Yes  ► Give details

Visa subclass

Visa grant number (13-digit number on last visa grant letter)

Date of issue

DAY	MONTH	YEAR

- 29** Give the following details exactly as they appear in the nominated person's passport

Family name

Given names

Sex

Male  Female

Date of birth

DAY	MONTH	YEAR

Passport number

Country of passport

Attach a certified copy of the page from the passport, see Part K – Document checklist.

- 30** Place of birth

Town/city

State/province

Country

- 31** Current residential address

**Note:** A street address is required as a post office box address cannot be accepted.

POSTCODE

Country

- 32** Contact telephone numbers

Office hours

COUNTRY CODE	AREA CODE
(     )	(     )

After hours

(     )	(     )
---------	---------

Mobile/cell

### Family members

- 33** Are there any family members who will accompany the nominated person to Australia or join the nominated person in Australia at a later date?

No  ► Go to Part H

Yes

**34** Give details of ALL family members accompanying the nominated person to Australia or joining the nominated person in Australia at a later date

Enter the following details exactly as they appear in their passport.

1. Family name

Given names

Sex Male  Female

Date of birth  DAY MONTH YEAR

Relationship to the nominated person

Passport number

Country of passport

2. Family name

Given names

Sex Male  Female

Date of birth  DAY MONTH YEAR

Relationship to the nominated person

Passport number

Country of passport

3. Family name

Given names

Sex Male  Female

Date of birth  DAY MONTH YEAR

Relationship to the nominated person

Passport number

Country of passport

4. Family name

Given names

Sex Male  Female

Date of birth  DAY MONTH YEAR

Relationship to the nominated person

Passport number

Country of passport

If more than 4 family members, give details at Part M

Attach certified copies of the page from the passports, see Part K – Document checklist.

## Part H – Assistance with this form

**35** Did you receive assistance in completing this form?

No  ▶ Go to Part I

Yes  ▶ Please give details of the person who assisted you

Title: Mr  Mrs  Miss  Ms  Other

Family name

Given names

Address

POSTCODE

Telephone number or daytime contact

Office hours  COUNTRY CODE AREA CODE NUMBER  
( ) ( )

Mobile/cell

**36** Is the person an agent registered with the Office of the Migration Agents Registration Authority (Office of the MARA)?

No

Yes  ▶ Go to Part I

**37** Is the person/agent in Australia?

No  ▶ Go to Part I

Yes

**38** Did you pay the person/agent and/or give a gift for this assistance?

No

Yes

## Part I – Options for receiving written communications

**39** All written communications about this application should be sent to: (Tick one box only)

Myself

**OR**

Authorised recipient  ▶ You should complete form 956A *Appointment or withdrawal of an authorised recipient*

**OR**

Migration agent  ▶ Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*

**OR**

Exempt person

## Part J – Payment details

### 40 How will you pay your application charge?

**Note:** In Australia, debit card or credit card are the preferred methods of payment. Debit cards cannot be used for applications lodged by mail.

Bank cheque  Please make payable to:  
 Money order  Department of Immigration and Citizenship  
 Debit card   
 Credit card  Give details below

Payment by (tick one box) Australian Dollars

MasterCard <input type="checkbox"/>	Diners Club <input type="checkbox"/>	AUD
American Express <input type="checkbox"/>	JCB <input type="checkbox"/>	
Visa <input type="checkbox"/>		

Credit card number

: :

Expiry date

MONTH / YEAR

/

Cardholder's name

Telephone number

COUNTRY CODE AREA CODE NUMBER

( ) ( )

Address

POSTCODE

Signature of cardholder

Credit card information will be used for charge paying purposes only.

## Part K – Document checklist

### 41 Attach the following documents (where relevant) to this application. You should provide certified copies of original documentation. Documents not in English must be accompanied by accredited English translations. Refer to the question to see if you need to attach the document.

Tick  when completed

Question	Document	Attached?
1	Completed form 1402S <i>Application for approval as a training and research sponsor or professional development sponsor</i>	<input type="checkbox"/>
	The <i>Sponsor approval letter</i> or, if the sponsorship application has not been finalised, the <i>Sponsor application acknowledgement of receipt letter</i>	<input type="checkbox"/>

Question	Document	Attached?
11	Evidence of the employment arrangement with the nominated person to show: <ul style="list-style-type: none"> <li>a direct employment relationship; or</li> <li>that you intend to supply the services of the nominated person to another organisation by a contract of service; or</li> <li>other employment arrangement; or</li> <li>if unpaid, a letter of offer/invitation</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15	Copy of the training contract or agreement detailing the salary package	<input type="checkbox"/>
17	Completed forms 1283 <i>Acknowledgement of unpaid placement – visa applicant</i> and 1284 <i>Acknowledgement of unpaid placement – sponsor</i> if the nominated primary person will not be paid	<input type="checkbox"/>
19	<p><b>Occupational training required for registration</b></p> <p>Letter from the regulatory body in Australia or the home country advising that the training is necessary for the nominated person to obtain mandatory registration to work in the occupation</p> <p>Letter from the relevant registration authority advising that the primary person has conditional registration for the nominated person's training (health practitioner only)</p> <p><b>Structured training to enhance skills in specific occupations</b></p> <p>Structured training program that is specifically tailored to the training needs of the nominated person</p> <p><b>Workplace based training for capacity building overseas</b></p> <p>Structured training program that is specifically tailored to the training needs of the nominated person</p> <p>Letter of support from a government agency in Australia or the government of the nominated person's home country indicating that the training promotes international capacity building (if applicable)</p> <p>Letter from the education provider in the nominated person's home country advising that the practical experience, research or observation is a requirement of the nominated person's course (students enrolled in overseas institution only)</p> <p>Details of the research to be conducted in Australia and how it relates to the studies or qualifications of the nominated person (if applicable)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
24	Copy of the nominated primary person's relevant qualifications and curriculum vitae (CV)	<input type="checkbox"/>
29	Certified copy of the page from the passport showing the photo and details for the nominated person	<input type="checkbox"/>

