

SKILLED EMPLOYER SPONSORED REGIONAL (PROVISIONAL) VISA (Subclass 494) RCB ASSESSMENT CHECKLIST FOR RDA HUNTER

Employer Sponsored Stream

This visa enables regional employers to address identified labour shortages within their region by sponsoring skilled workers where employers can't source an appropriately skilled Australian worker.

When you nominate someone for a Skilled Employer Sponsored Regional (Provisional) visa (subclass 494) under the Employer Sponsored visa stream, a regional certifying body must assess the annual market salary rate (AMSR) for the nominated position. RDA Hunter is the [Regional Certifying Body \(RCB\)](#) for the Hunter region, NSW. Before submitting a request for assessment please ensure the position is located in the Hunter region.

Prior to assessing an SESR nomination, RCB RDA Hunter requires electronic versions of the following documents to be submitted by email to skilled.migration@rdahunter.org.au

Tick to confirm	Requirement
	Completed Form 1404 – https://immi.homeaffairs.gov.au/form-listing/forms/1404.pdf
	Completed Form 956 (if application submitted by Migration Agent or Migration Lawyer) https://immi.homeaffairs.gov.au/form-listing/forms/956.pdf
	Copy of the online nomination application (or a Draft if not already lodged) https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper
	Employer Business Registration (ABN and ACN Certificate)
	Confirmation that the employment is situated in RDA Hunter's regional area. Please include the postcode for the place of work (refer to our website for Hunter eligible postcodes)
	Copy of Employment Contract or Letter of Offer – on business letterhead (inclusive of the Award/Agreement, base salary, entitlements and position / role description).
	On company letterhead set out how the Annual Market Salary Rate (AMSR) has been determined so the nominee will not be paid less than the amount an Australian Citizen of Permanent Resident and the salary is not less than the Temporary Skilled Migration Income Threshold (TSMIT), i.e. currently \$AUD 76,515
	Completed copy of this form – to indicate all supporting documents are supplied with the application

Applications for a RCB assessment incur an administration fee of \$770 (GST Inc). This fee is non-refundable. Once the application documents have been received, we will send an email to you with an invoice for the fee and details to make the payment. Assessment begins after we have received payment.

Please note that the employer may also be required to pay an additional fee to the Department of Home Affairs. See the Department of Home Affairs [website](#) for details.

Criteria and supporting evidence for assessment:

This is a guide to the types of evidence to include with an application for SESR 494 assessment. Further evidence may be required where necessary and assessment is not restricted to the documentation below.

The onus is on the business to provide adequate information regarding their business activities and the salary (not including compulsory superannuation) that is going to be paid for the RCB to assess the nomination.

Please tick relevant supporting documents that are being supplied to RDA Hunter in support of the application.

Evidence concerning how the employer has determined AMSR	
The annual market salary rate (AMSR) is determined by what an equivalent Australian worker in the same workplace would be paid for the same work being carried out.	
Tick if supplied	Supporting Evidence (IF applicable)
	A copy of relevant page(s) of the Australian Industry Award / Enterprise Agreement as per the Australian Government Fair Work Commission website (FWC) or other legal industrial instrument to show award rate salary.
	Sources used in labour market research e.g. job vacancy advertisements, Jobs and Skills Australia reports, surveys of similar businesses and occupations to determine the salary for an Australian worker with the same skills and experience as the nominee.
	Advertisements for the last 6 months for equivalent positions in the same or nearby location.
	Advice from unions or employer associations.
	If the research outcome is a range of amounts for the AMSR, please provide information on the factors contributing to the spread of salaries and specific details in support of the decision for the particular AMSR being selected as the salary for the position.
Evidence the overseas worker will not be paid less than other Australian workers performing equivalent work in that workplace, this includes:	
	(if applicable) Employment payslips or contracts for other Australian employees in the same workplace, performing equivalent work– names may be redacted / covered to protect privacy.
	Organisational chart indicating the nominated employee’s position within the business.

Both the AMSR for the nominated occupation and the guaranteed annual earnings you will pay to the worker must be at least as much as the current TSMIT: AUD76,515

The TSMIT does not include non-monetary benefits such as accommodation or a car. Employers must pay such benefits in addition to the TSMIT.

For further information on determining and providing evidence to meet salary requirements, go to: <https://immi.homeaffairs.gov.au/visas/employing-and-sponsoring-someone/sponsoring-workers/nominating-a-position/salary-requirements>

Contact Details:

**Regional Certifying Body - Hunter Region
Regional Development Australia Hunter**

Email RCB: skilled.migration@rdahunter.org.au

Phone: 0415 169 703

Office Hours: Monday to Friday 8.30am – 4.30pm