

## Regional Sponsored Migration Scheme (RSMS)

### Checklist for Regional Certifying Body (RCB) Advice

This checklist details the information and supporting documents required to lodge an application with the Central Coast NSW Regional Certifying Body (RCB).

The information provided in the application will be used to determine if the following criteria is satisfied:

- There is a genuine need for a paid employee in a business operated by the employer that is actively and lawfully operating in a regional area of Australia
- The terms and conditions of employment are the same as those that would apply to an Australian citizen or Australian permanent resident performing the same work in the same location
- The nominated position cannot be reasonably filled from the local labour market.

REQUIRED DOCUMENTATION	ATTACHED
<p><b>Form 1404</b></p> <ul style="list-style-type: none"> <li>• Sections 1 – 10 completed</li> </ul>	
<p><b>Form 956</b></p> <ul style="list-style-type: none"> <li>• If appointing an authorised representative</li> </ul>	
<p><b>Application for Employer Nomination for a Permanent Appointment</b></p> <ul style="list-style-type: none"> <li>• Copy of the draft Department of Immigration and Border Protection (DIBP) application</li> </ul>	
BUSINESS DETAILS	ATTACHED
<p><b>Business Details</b></p> <p>Details of the nominating business including:</p> <ul style="list-style-type: none"> <li>• Business Registration – copy of ABN or ACN certificate</li> <li>• Current lease of business premises or proof of ownership of premises.</li> <li>• Current Financial Status – copy of Profit &amp; Loss Statements, Balance Sheet, and BAS for previous 12 months</li> <li>• Outline of:               <ul style="list-style-type: none"> <li>○ How long the business has been operating</li> <li>○ The nature of the business and what it does</li> <li>○ The business products or the services provided</li> <li>○ The types of positions required in the business</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p><b>Organisational Chart</b> Outline the positions in the business and include:</p> <ul style="list-style-type: none"> <li>• All positions and titles including the nominated position highlighted</li> <li>• Reporting lines within the business (include all positions related to the nominated position)</li> <li>• Employment status for all positions (part time/full time/casual)</li> </ul>	
<b>POSITION DETAILS</b>	<b>ATTACHED</b>
<p><b>Employment Contract</b></p> <ul style="list-style-type: none"> <li>• A valid employment contract, which complies with National Employment Standards, signed and dated by the employer and nominee and outlines the employment conditions, superannuation, entitlements and total remuneration package.</li> </ul>	
<p><b>Position Description</b></p> <ul style="list-style-type: none"> <li>• A copy of the business' position description for the nominated position which includes details and duties.</li> </ul>	
<p><b>Resume</b></p> <ul style="list-style-type: none"> <li>• A copy of the nominee's current resume / curriculum vitae which must show all relevant training and qualifications as well as relevant work experience.</li> </ul>	
<b>GENUINE NEED FOR THE POSITION</b>	<b>ATTACHED</b>
<p><b>Business Case</b> The onus is on the employer to demonstrate how the need for the nominated position contributes to the business activity. Include evidence of:</p> <ul style="list-style-type: none"> <li>• How the position is vacant – currently vacant / newly established</li> <li>• If the position is newly established, why the position is required</li> <li>• How the position is relevant to the nature of the business activities</li> <li>• Why existing employees were not considered for the position</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Newly Established Position</b> If the position is newly established the onus is on the employer to evidence the nominated positions contribution to the business. Include evidence of:</p> <ul style="list-style-type: none"> <li>• Increased turnover – within the previous 12 months</li> <li>• Overtime time worked by existing employees in the same occupation</li> <li>• Additional operating hours.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



**Advertisement Placement**

As a minimum a position advertisement is required to be listed for two weeks on the following media:

- Seek (seek.com.au) or CareerOne (careerone.com.au)
- Central Coast Express Advocate newspaper or Jobs on the Coast (jobsonthecoast.com.au)

Advertising on websites that are not recruitment specific (for example, Gumtree) would not satisfy the recruitment activity requirement.

**Advertisement Outcomes**

The following information about the recruitment activities must be evidenced:

- Copy of original job advertisements
- Where the advertisement appeared e.g. Seek, / local newspaper, including duration in which the advertisement appeared.
- Responses of applications received, shortlisted and interviewed including resumes and comments.
- Reasons for no Australian Citizen or permanent resident were selected