

Guide for primary sector employers: navigating the Accredited Employer Work Visa pathway

(as at 15 May 2024)

How to use this guide

Please note, this is not immigration advice – this guide just provides suggestions on how to navigate the Accredited Employer Work Visa (AEWV) process.

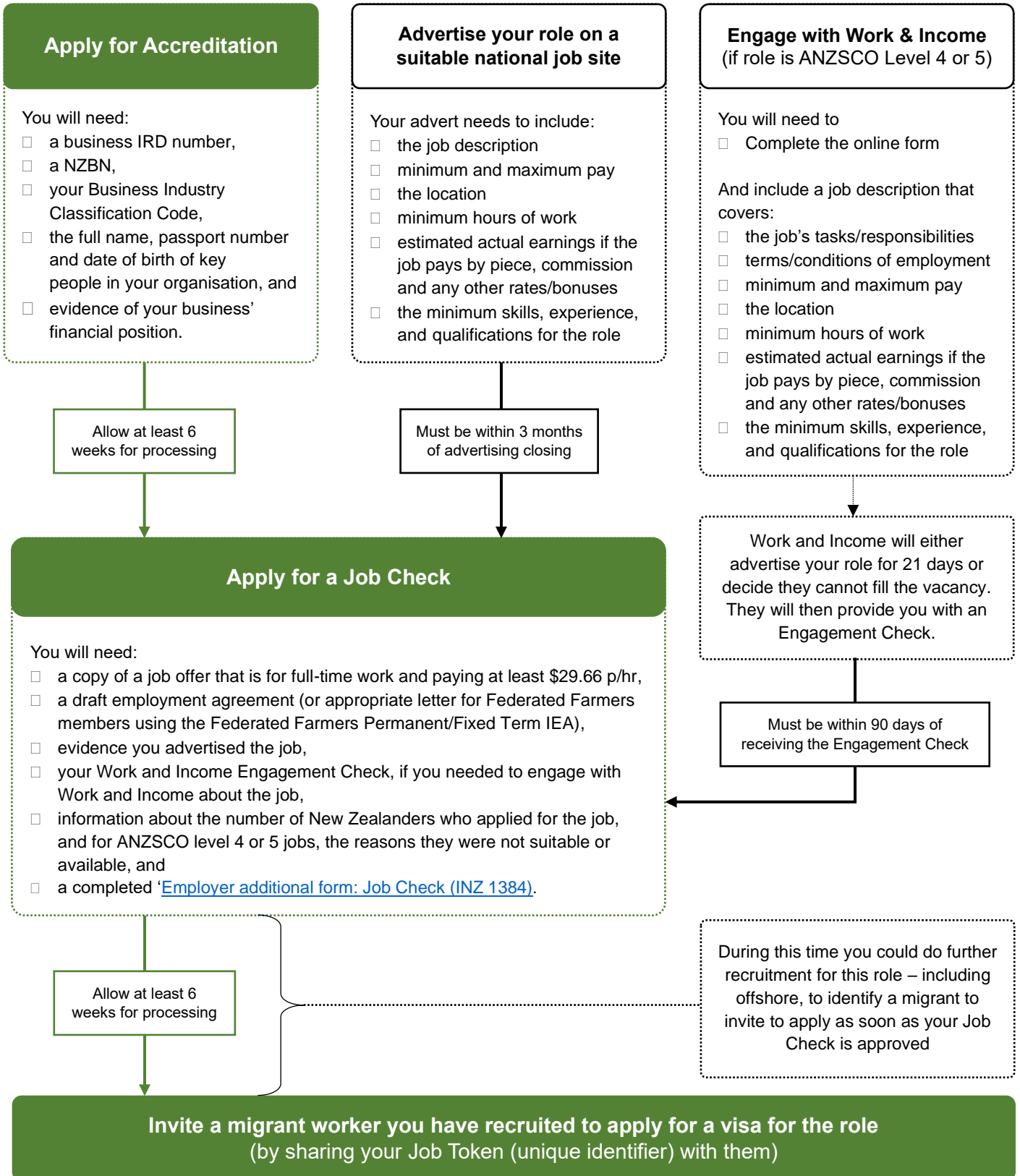
On the next page you will find a flow chart showing the steps in the process (it also serves as a checklist). The immigration application steps are in green and supporting steps that help you meet immigration requirements are in black boxes.

The rest of the document then goes into detail on each step of the AEWV – to help you navigate this, we have included:

- lots of links to webpages with more information;
- screenshots from an Immigration Online profile so you know where to go – look for **red** boxes and **green** bubbles with coloured arrows inside them;
- example text has been included in **dark blue** boxes - these are generic, and you will need to tailor to your business. These are intended to give you an idea of what you need to cover; and
- tips and things that are good to know have been in **orange** boxes.

Process overview and checklist

You will need your RealMe login details to participate in the below process
(see Appendix at page 20 for further information on RealMe)



Becoming accredited

1.1 Things to know before you apply

You and your business need to meet some requirements – to become accredited your business needs to be a viable and genuine business, and must be able to meet at least one of these financial requirements:

- has not made a loss over the last 2 years,
- has had a positive cash flow each month for the last 6 months,
- has enough capital or external investment to remain viable,
- has a credible 2-year plan to ensure it remains viable — for example, a revenue forecast or cash flow projection, or
- must be registered with Inland Revenue.

You can provide evidence of your business' financial position in the '*Further evidence*' section of the application. For examples of evidence you can provide to show your business is viable and genuinely operating: [Financial evidence for your accreditation application](#)

You and any key people in your organisation cannot be on the [Labour Inspectorate's stand-down list](#), on the Immigration stand-down list or permanently banned from hiring migrants. For more information: [INZ | Immigration law for employers](#)

If you are a trust, partnership or sole trader, you will also need to meet the following requirements:

- you must not be bankrupt or subject to a No Asset Procedure,
- the business entity which has an NZBN must hold the accreditation, and
- the employer named on the employment agreement must be the sole trader, or 1 or more of the trustees or partners.

There are different types of accreditation – there are several different types of accreditation so make sure you are applying for the right one for your circumstances:

- Standard accreditation - for standard businesses hiring up to 5 migrants
- High-volume accreditation - for standard businesses hiring 6 or more migrants
- Controlling third party accreditation - for businesses who place migrants with third parties while being the direct employer named in the employment agreement (i.e., labour hire companies)
- Franchisee accreditation – for businesses that are part of a franchise.

You will have ongoing obligations to meet – during the accreditation application, you will need to commit to the following obligations. If you do not uphold these, you can lose your accreditation and face penalties.

You will need to:

- take reasonable steps to check each person you intend to hire through AEWV meets both the skill requirement set by INZ (i.e., a NZQF Level 4 qualification or three years of work experience in a relevant industry) and for the job (set by you),
- pay all recruitment costs in and outside New Zealand, and not pass costs on to your AEWV employees,
- ensure everyone making recruitment decisions about hiring AEWV holders (e.g., business owner, hiring managers, human resource managers) completes [Employment New Zealand's online employer modules](#),
- give AEWV workers time during paid work hours in the first month of work to complete all of Employment New Zealand's online employee modules,
- comply with New Zealand employment laws and standards and the Immigration Act 2009, and

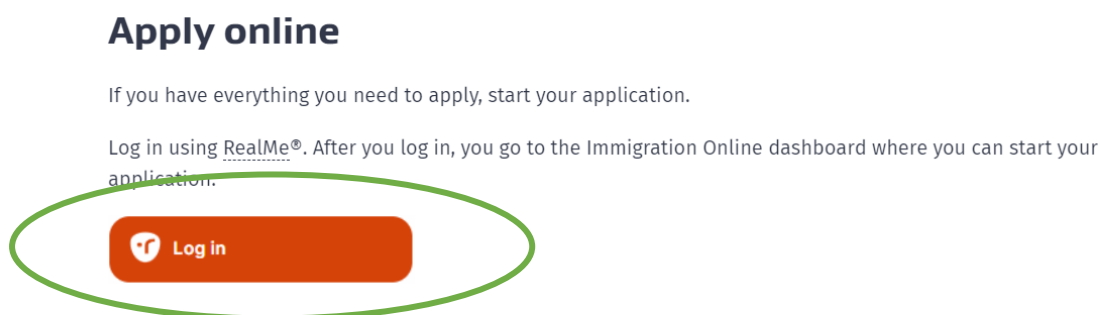
- tell Immigration New Zealand of any changes to your organisation or if a migrant stops working for you.

1.2 What you'll need to lodge your accreditation application

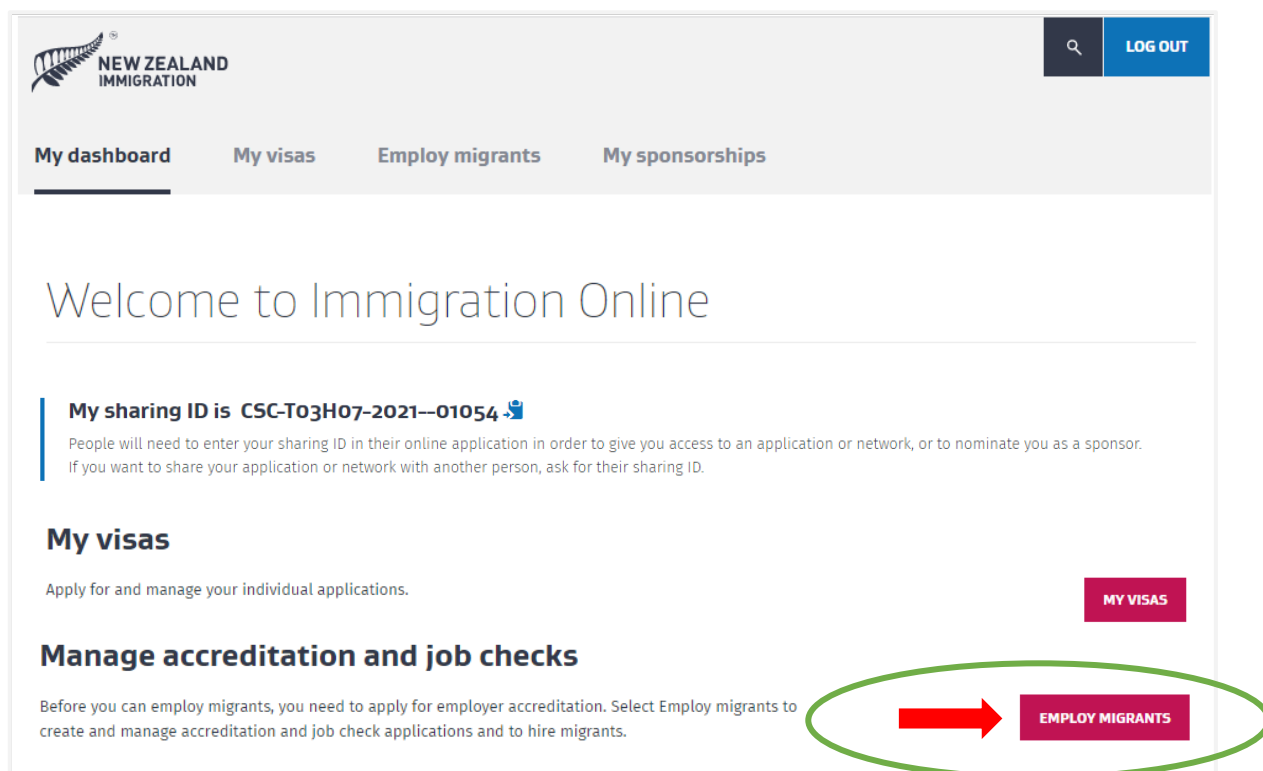
- a RealMe account (*further information in Appendix at page 20 if needed*),
- a business IRD number,
- a New Zealand Business Number (NZBN) that matches the details in the Companies Register,
- your Business Industry Classification (BIC) Code,
- the full name, passport number and date of birth of key people in your organisation — you also need their consent to provide this information), and
- evidence of your business' financial position (discussed above).

1.3 How to apply for accreditation online

1. Go to [Apply for AEWV Accreditation](#) and click on the login button under 'Apply Online section.



2. Once you log in, you will be taken to your Immigration Online dashboard (example shown below).
3. Click on the **Employ Migrants** button (indicated by the red arrow).



4. You will be taken to the 'Employ migrants' page (*example below*) - click on **Get accreditation** (*green bubble and red arrow*).

Employ migrants

To employ migrants, your organisation must be accredited. Once your organisation is accredited you must complete a job check application to get approval to hire migrants for specific jobs. When you have your job check approved, you can then send a request to a migrant to fill the approved job by applying for an Accredited Employer Work Visa.

WARNING

You can share information within your account at various levels, with trusted third parties. Refer [Immigration Online terms of use](#) for full details of obligations and what is shared at each level.

My accredited organisations

Displays your accredited organisations and organisations that have been shared with you. To get employer accreditation for a **new organisation**, select Get accreditation.

If you wish to **renew your employer accreditation** for an existing organisation, go to the Organisation details page by selecting View organisation from the options dropdown.



5. Complete and submit the online form, and pay the employer accreditation fee (currently NZ\$740 for standard accreditation – you can pay using a credit card, debit card, China UnionPay or POLi.).

1.3.1 What happens next?

When is accreditation granted?

You will receive an **Employer accreditation certificate**, which will be available on your Immigration Online profile. To access this, follow the below steps (*example on the next page*):

1. Go to the [Employ migrants](#) page of your Immigration Online profile by clicking on the 'Employ Migrants' tab (*box 1 on the example*)
2. Go down to the [My granted accreditations](#) section on the 'Employ Migrants' page (*box 2 in the example*)
3. Select the certificate for your business (NB: you will have one for each business you get accredited; *green bubble in the example*)

How long will take to become accredited?

Due to recent changes, if you are applying after 7 April, INZ is estimating it will take at least 6 weeks for your accreditation to be processed.

GOOD TO KNOW: While you are waiting for your accreditation to be processed, you can go ahead and advertise your job in New Zealand and engage with Work & Income if it is an ANZSCO level 4 or 5 role. You can also get together evidence needed for your Job Check application.

NEW ZEALAND IMMIGRATION

My dashboard My visas **Employ migrants** My sponsorships

My dashboard > Employ migrants

Employ migrants

To employ migrants, your organisation must be accredited. Once your organisation is accredited you must complete a job check application to get approval to hire migrants for specific jobs. When you have your job check approved, you can then send a request to a migrant to fill the approved job by applying for an Accredited Employer Work Visa.

WARNING
You can share information within your account at various levels, with trusted third parties. Refer [Immigration Online terms of use](#) for full details of obligations and what is shared at each level.

My accredited organisations

Displays your accredited organisations and organisations that have been shared with you. To get employer accreditation for a new organisation, select Get accreditation. If you wish to renew your employer accreditation for an existing organisation, go to the Organisation details page by selecting View organisation from the options dropdown.

GET ACCREDITATION

Organisation name ↑	NZBN	Accreditation type	Status	Expiry date	Options
PROTEX COATING SYSTEMS LIMITED		Standard employer accreditation	Interim	02 Dec 2022	View organisation Share organisation

My granted accreditations

Displays granted accreditations for your organisations and granted accreditations that have been shared with you. Use the Options drop down to Request a job check or Upgrade your accreditation.

All Items - Search

Organisation name ↑	NZBN	Accreditation type	Status	Expiry date	Options
PROTEX COATING SYSTEMS LIMITED		Standard employer accreditation	Interim	02 Dec 2022	View accreditation Share accreditation Upgrade accreditation Request a job check

Manage accreditations

To employ migrants, your organisation must be accredited. Select Manage accreditations to create an accreditation application for a new organisation and to view or continue working on an existing application.

MANAGE ACCREDITATIONS

Manage job checks

Select Manage job checks to view all your job check applications and approved jobs. To create a new job check, select the View accreditation option from an organisation in My granted accreditations.

MANAGE EXISTING JOB CHECKS

Where can you find more information

For information and checklists to help you apply for accreditation, visit the INZ website:

- ➔ [The accreditation process | Immigration New Zealand](#)
- ➔ [How to apply for AEWV employer accreditation | Immigration New Zealand](#)
- ➔ [How we define franchisees and controlling third parties | Immigration New Zealand](#)

2 Advertising your job and engaging with Work and Income

2.1 Advertising

You do not need to advertise the job before you apply for a Job Check if your job:

- is on the Green List and meets the Green List role requirements, or
- pays at least NZD\$59.32 an hour (twice the February 2023 median wage).

GOOD TO KNOW: the following primary sector roles are on the Green List Work to Residence list (which means applicants can apply for residence after working in the job for two years). To avoid needing to advertise you need to require the skills noted in brackets for your Job Check:

- Assistant dairy farm manager (a minimum of 3 years' experience working on a commercial farm in a relevant role)
- Dairy cattle farm manager (a minimum of 3 years' experience working on a commercial farm in a relevant role)
- Dairy cattle farmer (a minimum of 3 years' experience working on a commercial farm in a relevant role)
- Dairy farm manager (a minimum of 3 years' experience working on a commercial farm in a relevant role)
- Dairy herd manager (a minimum of 3 years' experience working on a commercial farm in a relevant role)

Where should I advertise my job?

For most jobs, before you apply for a **Job Check** you must have advertised the job on a suitable national listing website or advertising channel – like TradeMe Jobs, Seek.co.nz or, if you are in the dairy sector, Fencepost/Farm Source.

How recent does my advert need to be?

Your advertisement needs to have closed in the three months before you apply for your Job Check.

How long does my advert need to run for?

You will need to advertise for 14 days if your job is at Australia and New Zealand Standard Classification of Occupations (ANZSCO) Levels 1-3, and for 21 days if it is an ANZSCO Level 4 or 5 role – there is information on how to determine what your job's ANZSCO Level is in the next section.

2.1.1 What does my advert need to say?

Your job ad needs to include:

- the job description,
- the minimum and maximum pay,
 - *AEWV holders generally need to be paid at least \$29.66 per hour as at May 2024, although lower wage rates apply for [some roles covered by a wage exemption or sector agreement](#)*
- the location,
 - *if you need the job holder to work across several locations they should be listed*
- minimum hours of work,
 - *AEWV holders need to have at least 30 guaranteed hours of work each week*
- estimated actual earnings if the job pays by piece, commission, or other rates or bonuses, and
- the minimum skills, experience, and qualifications for the role.

BE AWARE: Job details should match between advertising, the Work and Income online form, the Job Check application, and the offered employment agreement.

The skills, experience and qualifications in the advert should be what is needed to do the job and align to the ANZSCO description. If you recruit a migrant for the job, they need to meet a minimum skill threshold for the AEWV as well (in some cases this may be higher than the role requires).

EXAMPLE JOB ADVERTISEMENT

(Note, this is generic and based on the fields you need to fill in for Trade Me Jobs. You will need to adapt this to your business and job vacancy, as well as the advertising site you are using. Further tips are in red)

Position: Dairy Farm Worker

Employer: ABC Farms (*← suggest making sure this matches the name on your accreditation*)

Location: Hamilton, Waikato

Job type: Full time permanent

Pay: \$28-32 per hour (*← BE SURE TO INCLUDE THE PAY RATE - the most common reason for application declines is that the pay rate was missing from advertising. To recruit someone on the AEWV you will need to pay at or above \$29.66 per hour. However, it is fine for the advertisement to have a pay range, provided this includes the final pay rate you offer*)

Job description:

ABC Farms are looking to hire a permanent, full-time dairy farm worker to join us on our xxx Ha farm on the outskirts of Hamilton.

Duties (*← make sure these match your Employment Agreement and Job Check application*)

You would report to the Farm Manager and duties will include (but are not limited to) the following:

- Milking xxx head of cattle
- Feeding and safely handling stock, and reporting any health and welfare issues
- Operate and properly maintain milking equipment,
- Carry out general farm maintenances such as fencing and spraying,
- Use and maintaining general farm equipment and vehicles,
- Nutrient, effluent and water management work,
- Following health, safety and wellbeing procedures.

Skills required (*← make sure these match your Employment Agreement and Job Check application*)

No qualifications are required but you must:

- Ideally have 1 or more years' experience working on a livestock farm, although training will be provided for the right applicant (*← this should be what the role needs and aligned to the ANZSCO description of the role; however if you hire a migrant for this role they may need to meet a higher skill threshold – see pages 11 and 12 for more detail*)
- Be physically fit (the job involves physically taxing and repetitive task, like lift and bending),
- Be punctual, reliable and honest,
- Be flexible with hours worked (i.e., there will be early starts and the hours worked will be more in peak season),
- Have good communication skills and work well with others.

Work conditions

- Minimum hours: 30 hours per week guaranteed
- Maximum hours: 60 hours per week (in peak season)
- Work will be a mix of indoor (in milking sheds) and outside (in all weather conditions), and early starts will be required

A driver's license will also be needed owing to the farm's rural location - on-farm accommodation will be provided (a 2 bedroom house) (*← don't forget to include any additional requirements like relevant licences, and mention any additional benefits provided, like housing or a vehicle*)

Applicants for this position will need to provide a reference from their last relevant role, and migrant applicants applying from onshore should hold a valid work or residence visa.

Migrant applicants may need to meet some further requirements (e.g., English language or a higher skill requirement) – these will be discussed as part of the recruitment process. (*← it is a good idea to flag this so migrant applicants are aware*)

2.2 Determining your job's ANZSCO level

Check [this site](#) to determine what your roles ANZSCO Level is (click on the drop down icons until you find your role – see images below and on the next page).

- Common ANZSCO Level 4 roles: rural contractors (as agricultural and horticultural mobile plant operators), forestry workers
- Common ANZSCO Level 5 roles: dairy cattle farm workers, beef cattle farm worker, sheep farm workers, meat process workers, poultry process workers, seafood process workers

Be sure to check the job description for your role as INZ will consider your role's job description, not just the job title when determining your job's ANZSCO level. This means the job description needs to match the title listed, i.e., if you are listing a manager role, INZ would expect to see the job description's tasks and requirements align with this.

Example showing 'Dairy Cattle Farm Worker

Follow the dropdown arrows until you find your role (indicated by red boxes); ANZSCO Level found on the right-hand side (indicated by the red bubble)

The screenshot displays the 'Immigration NZ View of Australian and New Zealand Standard Classification of Occupations V1.3.0' interface. On the left, a sidebar shows 'Classifications' with 'Info' and 'Levels' sections. The main area shows a hierarchical tree of ANZSCO codes. Red boxes highlight the path: '8 Labourers', '84 Farm, Forestry and Garden Workers', '8415 Livestock Farm Workers', and '841512 Dairy Cattle Farm Worker'. An orange callout box with an arrow points to the '841512 Dairy Cattle Farm Worker' entry, stating 'TIP: make sure your job description covers this detail'. On the right, a detailed view for '841512. Dairy Cattle Farm Worker' is shown, with a red circle around 'ANZSCO Skill Level 5' in the 'Definition' section.

Info	Value
Abbreviation	INZ.ANZSCO
Audience	OSS
Lifecycle	Released
Version	1.3.0
Valid from	01-Aug-2020
Last update	24-04-2024 19:50:13

Levels	Count
Levels	5 (1548 Codes)
Major Group	9
Sub-Major Group	44
Minor Group	99
Unit Group	361
Occupation	1035

Code	Label
8	Labourers (6)
81	Cleaners and Laundry Workers (1)
82	Construction and Mining Labourers (1)
83	Factory Process Workers (3)
84	Farm, Forestry and Garden Workers (1)
841	Farm, Forestry and Garden Workers (7)
8411	Aquaculture Workers (1)
8412	Crop Farm Workers (8)
8413	Forestry and Logging Workers (3)
8414	Garden and Nursery Labourers (2)
8415	Livestock Farm Workers (8)
84151	Beef Cattle Farm Worker
841512	Dairy Cattle Farm Worker
841513	Mixed Livestock Farm Worker
841514	Poultry Farm Worker
841515	Sheep Farm Worker
841516	Stablehand
841517	Wool Handler
841599	Livestock Farm Workers nec

841512. Dairy Cattle Farm Worker

Labels Synonyms (10) Mappings Definition

Definition

Performs routine tasks on a dairy farm such as herding and milking cattle.

ANZSCO Skill Level 5

Example showing rural contractors (as 'Agricultural and Horticultural Mobile Plant Operators')

Follow the dropdown arrows until you find your role (indicated by red boxes)
ANZSCO Level found on the right-hand side (indicated by the red bubble)

The screenshot shows the Stats NZ Ariā system interface. The main content area displays the 'Immigration NZ View of Australian and New Zealand Standard Classification of Occupations V1.3.0'. The left sidebar shows a tree view of classifications, with red boxes highlighting the path: Machinery Operators and Drivers (4) > Machine and Stationary Plant Operators (71) > Mobile Plant Operators (72) > Mobile Plant Operators (721) > Agricultural, Forestry and Horticultural Plant Operators (7211) > Agricultural and Horticultural Mobile Plant Operator (72111). An orange callout box with an arrow points to the right, containing the text: 'TIP: make sure your job description covers this detail'. On the right, a detailed view for 'Agricultural and Horticultural Mobile Plant Operator' is shown, with a red circle around 'ANZSCO Skill Level 4' in the 'Specialisations' section.

2.3 Engaging with Work and Income New Zealand

If your job is skill level 4 or 5 in ANZSCO (like the above jobs), you must engage with Work and Income before you apply for a Job Check. This is in addition to advertising the role, but you can advertise the job at the same time you engage with Work and Income.

You can apply for a Job Check within 90 days of engaging with Work and Income.

To engage with Work and Income, complete this online form: [Hiring migrant workers | Work and Income](#)
You need to include a job description that shows:

- the main tasks and responsibilities of the role
- the terms and conditions of the employment
- the minimum and maximum rate of pay or salary
- estimated actual earnings if the job pays by piece, commission or there are other rates or bonuses
- the minimum guaranteed hours of work
- the location of the job.

BE AWARE: Job details should match between advertising, the Work and Income online form, the Job Check application, and the offered employment agreement.

Work and Income will decide:

- to list the job for up to 21 days
- they cannot fill the vacancy and you do not need to engage with them further.

They will contact you within 5 working days to let you know if they will list the job or not.

While they are listing a job, Work and Income may decide to reduce the listing time to less than 21 days.

Work and Income will send you an Engagement Check once the engagement is complete. It will confirm:

- how long they listed the job for and if they matched any job seekers with the job, or
- they cannot fill the vacancy and you did not need to list the job with them.

You will need to upload a copy of the Work and Income Engagement Check to the 'Supporting Documents' page of the Job Check form.

Note, the AEWV process requires you to engage as described with Work and Income – you will need to provide reasons at the Job Check why any New Zealanders (including job seekers if referred) were not appropriate for the role (for example, they were unable to travel to the job or lacked the skills required).

2.4 Skills and experience requirements

2.4.1 Minimum requirements for an AEWV

All migrants who apply for an AEWV on or after 7 April 2024 must show they have the minimum skills required for an AEWV.

You must check a migrant meets one of these skill criteria before you ask them to apply for an AEWV:

- the job you are hiring for is on the Green List and they meet the Green List's job requirements (for example, dairy cattle farm manager, dairy herd manager)
- the job you are hiring for pays at least NZD\$59.32 an hour (twice the February 2023 median wage),
- they have 3 years or more of relevant work experience (*see below*), or
 - this experience is cumulative (i.e., it does not need to be gained all at once)
- they have a relevant qualification (*see below*) of Level 4 or higher on the New Zealand Qualifications and Credentials Framework (NZQCF).
 - This can be a qualification gained overseas but the migrant will need to get an International Qualification Assessment to confirm it is equal to an NZQF Level 4 qualification

BE AWARE: the skills, experience and qualifications in advertising should be what is needed to do the job and align to the ANZSCO description.

However, if you recruit a migrant for the job, they need to meet the above skill threshold as well (in some cases this may be higher than the role requires). You need to confirm this before inviting a migrant apply for an AEWV for your job.

What is 'relevant experience'?

Work experience is relevant if it is in the same or similar field or industry as the job offered - you must see evidence from a third party to confirm the experience, for example letters from a manager or former employer.

Examples of relevant work experience for some common primary sector roles:

- Dairy cattle farm workers – three years' working as a labourer on a livestock farm (i.e., experience on a sheep farm would be acceptable).
 - Working as, for example, a cook on a farm would not be considered relevant.
- Meat or seafood process workers – three years' working in any food process factory (including pet food processing), or in a butchery

What is a 'relevant qualification'?

A qualification is 'relevant' if it is in the same or similar field or industry as the job offered – note, a Bachelor's degree or higher is considered relevant for any job. You must see evidence from a third party confirming the qualification, for example education records or certificate from an education institution or occupational registration body.

Examples of relevant qualifications for some common primary sector roles:

For a dairying role:

- Level 4 Apprenticeship in Agriculture – Dairy Farming
- Level 4 Apprenticeship in Agriculture – Breeding Livestock Farming

For a meat processing role:

- Level 4 Apprenticeship in Distribution – Meat Processing
- Level 4 Apprenticeship in Export Meat Boning

2.4.2 Requirements for the job

You must take steps to make sure the migrant is suitably qualified for the role you are offering, in addition to the minimum requirement for AEWV. The required skills, qualifications and experience are set by you in the job advertisement and listed in the Job Check. To check someone is suitably qualified, you could ask:

- the applicant to do a practical test or demonstrate their knowledge in a job interview,
- to see documents that support their resume or CV, or
- previous employers about the sort of work the applicant completed (reference check).

3 Getting a Job Check

Once your advertising has closed and you have received your Work and Income Engagement Check, you can apply for your Job Check (if you haven't found a suitable or available New Zealander).

3.1 What you'll need to lodge your Job Check application

You will need to upload:

- a copy of a job offer, which must:
 - be for full-time work and guarantee at least 30 hours a week
 - pay the market rate for the job and at least NZD\$29.66 an hour (the February 2023 median wage rate) unless it is on an exemption list.
- the draft employment agreement, which has:
 - named you as the direct employer,
 - all clauses required by employment law (and excludes clauses that do not comply)
 - paid leave entitlements,
 - deductions, benefits or allowances,
 - the maximum number of hours the employee may be asked to work before being paid additional overtime rates,
 - wages, pay range, and the pay period,
 - the overtime rate of pay (if applicable), and
 - guaranteed hours and actual pay — you must guarantee at least 30 hours each week
 - the number of hours the employee may be asked to work, including any hours paid at overtime rates.

BE AWARE: Job details should match between advertising, the Work and Income online form, the Job Check application, and the offered employment agreement.

- evidence you advertised the job, if needed (*see page 7*)
- your Work and Income Engagement Check, if you needed to engage with Work and Income about the job (*see page 10*)
- information about the number of New Zealanders who applied for the job, and for ANZSCO level 4 or 5 jobs, the reasons they were not suitable or available
- a completed '[Employer additional form: Job Check \(INZ 1384\)](#)'

3.2 How to apply for a Job Check online

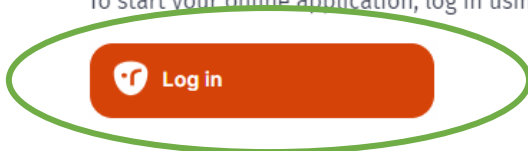
1. Once you have gathered all of the required information, go to [Apply for your Job Check](#) and click on the login button under 'Apply Online section.

Apply for your Job Check

If you have everything you need to apply, start your application.

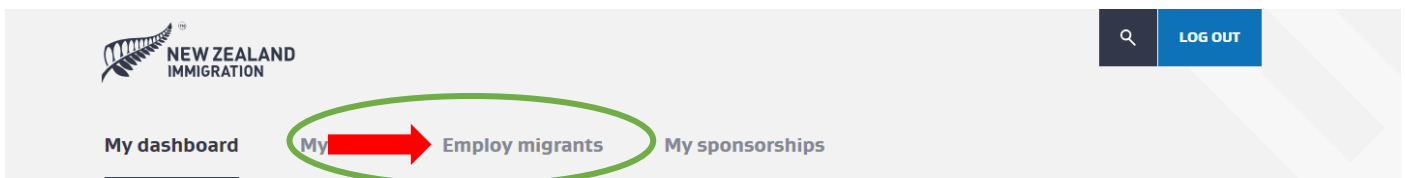
You need to complete both an online application and a paper form. The paper form asks you questions that are not yet available in the online application.

To start your online application, log in using [RealMe®](#).



After you log in, go to the Immigration Online dashboard.

2. Login with your RealMe details and you will be taken to your Immigration Online dashboard – from here select the **Employ migrants** tab (*indicated by green bubble and red arrow below*)



Welcome to Immigration Online

3. Once on the 'Employ Migrants' page, go to the **My granted accreditations** section (*red box in sample on next page*)
4. Select **View accreditation** from the Options dropdown list.
5. Select **Request a Job Check** to start your application (*indicated by green bubble and red arrow on the next page*).
6. Complete the online form and upload the requested documents – screenshots or photos of printed documents taken on a cell phone are fine.
7. Submit the online form and pay the job check fee (NZ\$610).

NEW ZEALAND IMMIGRATION LOG OUT

My dashboard **My visas** **Employ migrants** **My sponsorships**

My dashboard > Employ migrants

Employ migrants

To employ migrants, your organisation must be accredited. Once your organisation is accredited you must complete a job check application to get approval to hire migrants for specific jobs. When you have your job check approved, you can then send a request to a migrant to fill the approved job by applying for an Accredited Employer Work Visa.

WARNING
You can share information within your account at various levels, with trusted third parties. Refer [Immigration Online terms of use](#) for full details of obligations and what is shared at each level.

My accredited organisations

Displays your accredited organisations and organisations that have been shared with you. To get employer accreditation for a new organisation, select Get accreditation. If you wish to renew your employer accreditation for an existing organisation, go to the Organisation details page by selecting View organisation from the options dropdown. **GET ACCREDITATION**

Organisation name ↑	NZBN	Accreditation type	Status	Expiry date	Options
PROTEX COATING SYSTEMS LIMITED		Standard employer accreditation	Interim	02 Dec 2022	<div style="border: 1px solid blue; padding: 2px;"> View organisation Share organisation </div>

My granted accreditations

Displays granted accreditations for your organisations and granted accreditations that have been shared with you. Use the Options drop down to Request a job check or Upgrade your accreditation.

All Items -

Organisation name ↑	NZBN	Accreditation type	Status	Expiry date	Options
PROTEX COATING SYSTEMS LIMITED		Standard employer accreditation	Interim	02 Dec 2022	<div style="border: 1px solid blue; padding: 2px;"> View accreditation Share accreditation Upgrade accreditation Request a job check </div>

Manage accreditations

To employ migrants, your organisation must be accredited. Select Manage accreditations to create an accreditation application for a new organisation and to view or continue working on an existing application. **MANAGE ACCREDITATIONS**

Manage job checks

Select Manage job checks to view all your job check applications and approved jobs. To create a new job check, select the View accreditation option from an organisation in My granted accreditations. **MANAGE EXISTING JOB CHECKS**

You can view draft job check applications and submitted job check applications on the **Manage job checks** page (indicated by green bubble and blue arrow above).

On the 'Manage Job Checks' page (sample on the next page) you can:

- View a submitted job check application - select 'View application' from the options drop-down list (green bubble and red arrow on the sample on the next page)
 - The 'Job check application summary' page opens and displays details of the application, including the status, accreditation type, and supporting documents.
 - The 'Approved jobs' section records all jobs included in an approved job check application.

- Withdraw a submitted job check application - select 'Request withdraw' from the options drop-down list (green bubble and blue arrow on the sample below)

NEW ZEALAND IMMIGRATION LOG OUT

My dashboard **My visas** **Employ migrants** **My sponsorships**

My dashboard > Employ migrants > Manage job checks

Manage job checks

Draft job check applications

Select Continue to work on an existing application. You can share or delete the application using the Options dropdown. To create a new job check application, select View organisation or View accreditation from the Employ migrants page.

Search

Organisation	Job title	Reference ID	Created On ↓	Modified On	Action	Options
CATAMAD INVESTMENTS LIMITED	Draft JC - Test ID 74520	PR000083863W5G6	08 Dec 2022 10:10 AM	08 Dec 2022 10:14 AM	CONTINUE	▼

Submitted job check applications

Displays job check applications you have submitted and submitted applications shared with you. Click on the headers to update the order of applications or select the All items dropdown to filter by Status. Use the Options dropdown to identify actions you can take.

All Items

Organisation	Job Title	Application ID	Number of positions	Submitted On ↓	Status	Options
CATAMAD INVESTMENTS LIMITED	Under Assessment JC - Test ID 74520	JC00001491	20	08 Dec 2022	Under Assessment	▼
CATAMAD INVESTMENTS LIMITED	Approved JC - Test ID 74520	JC00001490	20	08 Dec 2022	Approved	<ul style="list-style-type: none"> View application View receipts Share application Request withdraw

Approved jobs

A record will display here for each of the jobs included in an approved job check application. The requested candidate must have submitted their work visa application before the expiry date (six months from approval of the job check).

All Items

Job title	Application ID	Expiry date ↑	Candidate	Job token type	Status	Options
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	▼
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	▼
ICT Project Manager	JC00002418	09 May 2024	Jane Doe	New token	Request Sent	▼

< 1 2 3 4 5 6 7 8 .. 50 >

4 Inviting a migrant worker to apply for an AEWV

After your Job Check has been approved, you will receive a token (a unique link) for each position included in the job check application.

Once you have found a migrant for your role, you will need to share the job token with them so they can complete their AEWV application.

4.1 How to share the job token with a prospective migrant employee

1. Log in to [Immigration Online](#).
2. Open the Employer accreditation certificate page:
 - a. On the **Employ migrants** tab (box 1 on below sample), go to the **My granted accreditations** section (box 2 on the below sample).
 - b. Find the accreditation that you want to open.
 - c. In the **Options** drop-down list, select **View accreditation** (green bubble and red arrow in the below sample).

NEW ZEALAND IMMIGRATION

My dashboard My visas **Employ migrants** My sponsorships

My dashboard > Employ migrants

Employ migrants

To employ migrants, your organisation must be accredited. Once your organisation is accredited you must complete a job check application to get approval to hire migrants for specific jobs. When you have your job check approved, you can then send a request to a migrant to fill the approved job by applying for an Accredited Employer Work Visa.

WARNING
You can share information within your account at various levels, with trusted third parties. Refer Immigration Online terms of use for full details of obligations and what is shared at each level.

My accredited organisations

Displays your accredited organisations and organisations that have been shared with you. To get employer accreditation for a new organisation, select Get accreditation. If you wish to renew your employer accreditation for an existing organisation, go to the Organisation details page by selecting View organisation from the options dropdown.

[GET ACCREDITATION](#)

Organisation name ↑	NZBN	Accreditation type	Status	Expiry date	Options
PROTEX COATING SYSTEMS LIMITED		Standard employer accreditation	Interim	02 Dec 2022	View organisation Share organisation

My granted accreditations

Displays granted accreditations for your organisations and granted accreditations that have been shared with you. Use the Options drop down to Request a job check or Upgrade your accreditation.

All Items - Search

Organisation name ↑	NZBN	Accreditation type	Status	Expiry date	Options
PROTEX COATING SYSTEMS LIMITED		Standard employer accreditation	Interim	02 Dec 2022	View accreditation Share accreditation Upgrade accreditation Request a job check

Manage accreditations

3. The Employer accreditation certificate page displays - go to the **Approved jobs** section.

Approved jobs

A record will display here for each of the jobs included in an approved job check application. The requested candidate must have submitted their work visa application before the expiry date (six months from approval of the job check).

[All Items](#)

Job title	Application ID	Expiry date ↑	Candidate	Job token type	Status	Options
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	▼
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	▼
ICT Project Manager	JC00002418	09 May 2024	Jane Doe	New token	Request Sent	▼

< 1 2 3 4 5 6 7 8 .. 50 >

4. Find the job token that you want to use - in the options drop-down list, select **Send request** (green bubble and red arrow in below sample).

Approved jobs

A record will display here for each of the jobs included in an approved job check application. The requested candidate must have submitted their work visa application before the expiry date (six months from approval of the job check).

[All Items](#)

Job title	Application ID	Expiry date ↑	Candidate	Job token type	Status	Options
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	▼ Send request
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	▼
ICT Project Manager	JC00002418	09 May 2024	Jane Doe	New token	Request Sent	▼

< 1 2 3 4 5 6 7 8 .. 50 >

5. A **Send request to candidate to apply for a visa** pop-up window displays (sample on the next page). Enter the name and email address of the migrant worker, and then select **Send request**.

Send request to candidate to apply for a visa ✕

Complete name and email address and select Send request. This will automatically send an email to the candidate with the details they need to apply for an Accredited Employer Work Visa for the selected job.

Name
This is the candidate's name that will display in your Approved jobs grid.

Jane Doe

Email address
This email address will be used to communicate with your candidate. Please provide an email address that they use regularly and check that you have entered it accurately.

janedoe@example.com

SEND REQUEST

What happens next?

INZ send an email to the migrant worker, telling them that you have sent them a request to apply for an AEWV. This email contains a unique link, also known as a job token. The migrant worker can use this link to log in to Immigration Online, accept the request, and apply for an AEWV.

Appendix: further information

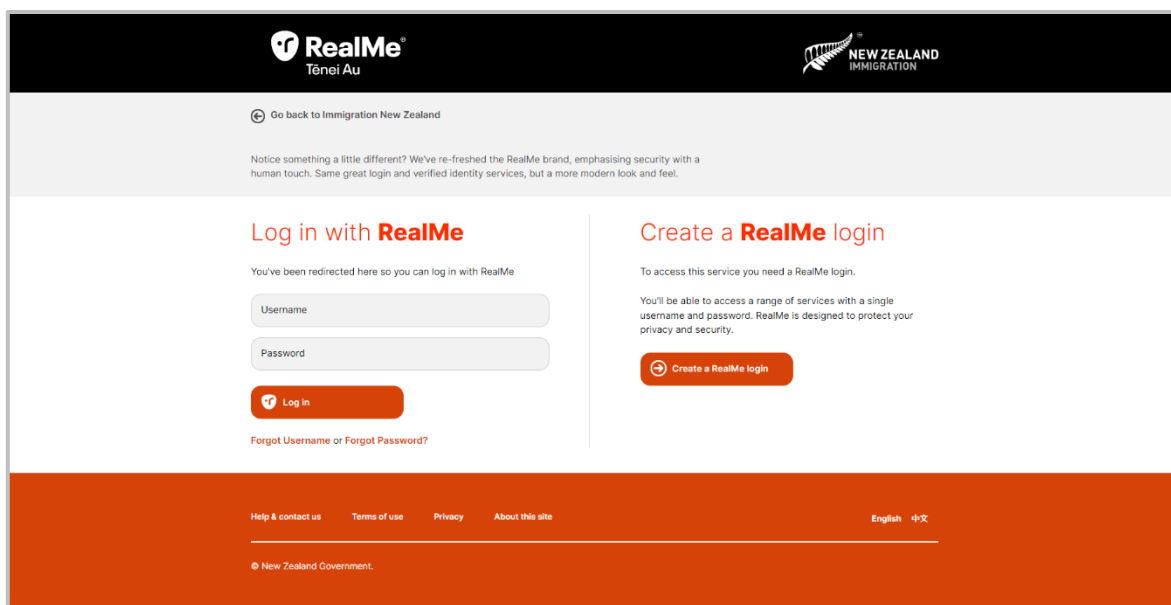
What is RealMe?

RealMe is a form of secure online identification that allows you to use a wide range of New Zealand Government digital services using a single username and password. For more information, go to the RealMe website:

→ [Home | RealMe](#)

Making an application does not require a verified RealMe account. It's easy to set up, requiring only a username, password, your contact details and three security questions/answers that you select. You can set up a RealMe login from this page on the INZ website:

→ [Log in or create a RealMe login](#)



The screenshot shows the RealMe login and registration interface. At the top, there is a black header with the RealMe logo (Tēnei Au) on the left and the New Zealand Immigration logo on the right. Below the header, a grey bar contains a link to "Go back to Immigration New Zealand" and a notice: "Notice something a little different? We've re-freshed the RealMe brand, emphasising security with a human touch. Same great login and verified identity services, but a more modern look and feel." The main content area is split into two columns. The left column is titled "Log in with RealMe" and contains a "You've been redirected here so you can log in with RealMe" message, followed by input fields for "Username" and "Password", a "Log in" button, and a link for "Forgot Username or Forgot Password?". The right column is titled "Create a RealMe login" and contains the text "To access this service you need a RealMe login." and "You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security." with a "Create a RealMe login" button. The footer is a dark orange bar with links for "Help & contact us", "Terms of use", "Privacy", and "About this site", along with language options for "English" and "中文". The copyright notice "© New Zealand Government." is at the bottom left.