

DOCUMENT PRICE SCHEDULE

Document Preparation Service for Employer Sponsored Visas

The visa you apply for has a set of criteria that needs to be satisfied in order to meet the requirements of the visa. It is essential that each component of the application is covered in order to make a complete application.

IMMICON has for the last 15 years worked closely with a third party team of exceptional writers who have a vast skill set of experience in various different areas and who can assist in the preparation of the main documents.

1: Genuine Position report

Cost of preparation - \$850 + GST

This report is designed to meet all the criteria requested by the DIBP. Our team will interview the business representative in order to understand the needs of the business and to obtain the necessary information to prepare a submission by the company addressing the points below.

It will give a brief overview of the way the business operates including the business organisation chart and a description of the main roles within the business. The brief outline of the business will set the context for the Case Officer so that the Case Officer can understand the reply to the following standard requests:

- ❖ Show evidence that the nominated role fits into the **SCOPE** of the nominating business
- ❖ Show evidence that the nominated role fits into the **SCALE** of the nominated business
- ❖ Show evidence that the positions is **NECESSARY TO THE OPERATIONS** of the business
- ❖ Show evidence that the **POSITION HAS BEEN PREVIOUSLY OCCUPIED** and a statement of reasons why it has become vacant or if the position is new, **EVIDENCE OF NEW CONTRACTS SECURED BY THE BUSINESS/BUSINESS EXPANSION PLANS/MARKET RESEARCH.**
- ❖ In cases where the position is a newly created position a statement as to how and why the position came about will need to be provided as well as understanding of how the position fits into the scope of the business and is now required.

2: Salary Explanation / Justification report

("No equivalent worker")

Cost of preparation - \$690 + GST

Our third party team will interview the business representative in order to determine if there are already employees undertaking the nominated role within the business and to understand the skill set of the person and the salary being paid to them. In the event that there is no person undertaking an equivalent position, we will undertake market research via various online portals in order to be able to demonstrate that the rate being offered falls within the market rates being offered to other Australians undertaking the same position.

There is a requirement to demonstrate that the employee being sponsored will be paid a reasonable market salary in line with other employees (Australian citizens or permanent residents) in the same business who perform the same role. In many instances there are no other employees within the business that perform the same or a similar role. In such cases, it is necessary to find verifiable and independent evidence to show that the proposed salary, which needs to be above the minimum threshold currently set at \$53,900 (plus superannuation), It is a market salary which would be paid to an employee in the nominated position if they were an Australian citizen or permanent resident.

We prepare a salary explanation document by researching and obtaining information from a variety of sources which include job advertisements, salary surveys, award stipulations and other relevant sources.

3: Labour Market Testing reports RSMS and 457 Visa

Cost of preparation - \$730 + GST (We place adverts)

Cost of preparation - \$650 +GST (Client places adverts)

Our third party team will interview the business representative in order to understand the duties of the position and what the requirements of the business are in terms of what they are looking for in an employee to fill the nominated position.

The preparation of this document includes a review/phone interview of respondents (**up to 20**) and a report showing why applicants were not suitable for the role advertised.

We help you compose the advertisement and make suggestions as to placement. If required, we can place the advertisement for you on two free or paid websites such as Gumtree, CareerOne, Seek or MyCareer/Adzuna. The cost of paid advertising is the responsibility of the sponsor.

4: Training **Strategy and Evidence of Expenditure, or Auditable** Training Plan

Our third party team will interview the business representative in order to understand what training is presently being offered to its current employees and to assess whether the training provided would be an acceptable form of training in order to meet the benchmark requirements. In some cases, an assessment of more than 12 months is required. In the event that the training benchmark cannot be met our team can suggest various ways in which to implement a training program moving forward.

Cost of preparation - \$690 + GST

This document demonstrates to DIBP that the sponsoring company is well run, is of good reputation and is ethical in relation to its employees. Here DIBP wants to see how the sponsoring company trains its staff both when they commence employment and in the course of their employment. They like to see how the employees are kept up to date with technical, market, operational and health and safety related information. The idea is to show that employees are not de-skilled while working for the sponsoring company. In fact, it is important to show that each employee's skills are improved as the result of working for the sponsoring company. It is necessary to document the amount of money the company outlays on training. Receipts or other proof of expenditure on training are required to be submitted to DIBP. The training document will contain the following items:

Organisational Structure – showing citizenship status of each employee – this is important as training must be aimed at Australian employees in order to be considered eligible to meet the training benchmark.

Overall training information

- Calculation of 1% of total salaries.
- Statement of expenditure on training of permanent residents/citizens to the value of at least 1% of total salaries.
(Directors and relatives of the directors cannot be included in this training expenditure.)
- Split of training into categories already spent for the year (receipts required).
- Training planned for the year, split between in-house training and externally provided training.

For external training the document will show:

- Purpose of training,
- Who is the trainer (this can be a person or company),
- When the training is to take place,
- Cost of training,
- Outcomes expected,
- How training results are measured, and by whom (if relevant)
- How many people are being trained and the cost of the overall training

For internal training the document will show:

- Purpose of the training – what are employees going to learn and what will be the benefit of this learning
- Who is going to receive this training?
- Number of people to be trained including their skills and occupation
- How will the training increase the skill level of employees
- What is the structure of training to be delivered including: who is going to deliver training (qualification/experience), how often will training be delivered, cost of the trainer, cost of training materials and step by step what will be taught
- By whom and how will the training outcomes be assessed and monitored
- Calculation of the total cost of internal training

5: Company Profile & Genuine Position report for Sponsorship approval (Existing business, operating for more than 12 months)

Cost - \$980 + GST

This document covers the following topics:

- History of the company sponsoring the candidate
- Owner's background and previous history of business success
- Description of the business undertaken by the company
- Information about the structure of the business and its employees
- List or type of clients or industry sector description
- Information about previous trading successes of the company
- Information about the growth experienced by the company in the recent past
- Strategy and rationale for future growth of the company

- Why the company needs to sponsor a particular skill set and how this fits in with the overall strategy for growth or continuation of business

6: Company Profile & Genuine Position report for Sponsorship approval (Existing operating business, established **less** than 12 months)

Report 6 can also be used as a business plan.

Cost of preparation - \$1,350 + GST

This document covers the following topics:

- Description of the business undertaken by the company
- Information about the structure of the business and its employees
- Brief history of trading to date if trading has commenced
- Owner/s background and previous history of business success
- Description of the business case including the following:
 - Rationale for business establishment
 - Description of market research undertaken including population and where necessary competitor statistics
- List or type of clients or industry sector description
- Marketing strategy description
- Strategy and rationale for future growth of the company
- Description of funding available to the business in its start-up phase
- Why the company needs to sponsor a particular skill set and how this fits in with the overall strategy for growth or continuation of business

The company is expected to provide financial projections to be included with the new company profile. If you don't have an accountant to help you with this, we have a relationship with a provider who is able to produce the required financial data based upon information provided by the client; however separate charges of approximately \$375 + GST will apply.

7: Business Plan for Sponsorship approval (Existing operating business active for less than 12 months)

Cost of preparation - \$1,850 + GST

The preparation of this document may be requested if a sponsoring business has been operating or was purchased less than 12 months prior to lodging a visa application. *(An alternative to producing a business plan is a "new business profile" please see details for report 6 above).* This document includes a thorough description of business operations and the reason behind setting up or purchase of a business. Each business plan will address all relevant required information including; detailed description of market conditions, statistics and analysis of the size of the customer target market, the selling proposition of the business, the analysis of financial data, the background of the owner(s) and their skills, business structure including an organisation chart, staffing, current contracts/customers, challenges and opportunities for the business, three years of financial projections.

The company's is expected to provide financial projections to be included with the new company profile. If you don't have an accountant to help you with this, we have a relationship with a provider who is able to produce the required financial data based upon information provided by the client; however separate charges of approximately \$375 + GST will apply.

8: Business Plan for Sponsorship approval (Newly established business not yet trading)

Cost of preparation - \$2,350 + GST

The preparation of this document may be requested if a sponsoring business has not yet been established and some of its operational activities including products offered, target market, pricing and product/service delivery method have not yet been fully defined.

This document includes a thorough description of business operations and the reason behind setting up or purchase and reshaping of a business. Each business plan will address all relevant required information including; detailed description of market conditions, statistics and analysis of the size of the customer target market, the selling proposition of the business, the analysis of financial data, the background of the owner(s) and their skills, business structure including an organisation chart, staffing, current contracts/customers, challenges and opportunities for the business, three years of financial projections.

The company's is expected to provide financial projections to be included with the new company profile. If you don't have an accountant to help you with this, we have a relationship with a provider who is able to produce the required financial data based upon information provided by the client; however separate charges of approximately \$375 + GST will apply.

9: Reference Letter

Cost of preparation - \$150 + GST for each letter

Reference letters must show in detail the duties and tasks an applicant performed in their previous relevant employment. Details of the dates of employment and in some cases, the salary paid must be included. We will help you construct this letter. The previous employer must then review it, agree with it, issue it on their letterhead and finally sign it.

(These letters are prepared only as part of a package).

10 :Job Descriptions according with ANZSCO

Cost of preparation - \$350 + GST

This is one of the most important documents, as DIBP will use this to judge whether a skilled person is required to do this job. If this document is not correctly constructed there is a likelihood of refusal.

If there is a failure to show that the job is of a complex nature and requires specific skills, the migration officer attending to the case is entitled to ask questions and if not convinced may refuse the application. Further, the job description must agree with the ANZSCO – Australian and New Zealand Standard Classification of Occupations. ANZSCO is a publication that describes in detail, duties and tasks for each occupation. The immigration officers reviewing 457 visa applications use the ANZSCO code to see if the job description and the resume submitted indeed agree with the duties and responsibilities as described in the ANZSCO code. If there is a mismatch, there will be questions asked and /or visa application may be rejected.

11: Resume (Curriculum Vitae) - tailored

Cost of preparation - \$350 + GST

The resume submitted by the applicant must be in agreement with the job description submitted and in agreement with the ANZSCO code as described above (Job description section). If the resume does not adequately demonstrate that the applicant has previous experience performing the duties required by the job description and/or that the applicant has the required skills, the migration case officer is entitled to seek further clarification and /or to refuse the application.

***Resumes required for skills assessment purposes will vary from case to case and charges will vary accordingly.**

12: Schedule documenting how specific RSMS requirements have been met

Cost of preparation - \$350 + GST

This document will show a list of specific regional RSMS requirements with responses which document how each requirement has been addressed.

13: Positions located in Fast Food or Takeaway Food Service

Cost of preparation - \$350 + GST

This document will show that the position is NOT located in a Fast Food or Takeaway Food Service, and we will demonstrate this by including (but not limited to) a careful description of the premises, the style of service in the business, and the discussion will be enhanced with the use of photographic evidence supplied by the business owner.

Package Pricing

Packages represent significant savings on individual documents

Please consult your migration agent as to which package listed below suits your needs.

Package A1 - Company sponsorship nomination and visa applicant documents – Established business

Includes Documents:

2: Salary Explanation / Justification report ("No equivalent worker")

3: Labour Market Testing reports

4: Training Strategy and evidence of expenditure

5: Company Profile & Genuine Position report for Sponsorship approval (Existing business, operating for more than 12 months)

10: Job Descriptions according with ANZSCO

11: Resume (Curriculum Vitae) – tailored to ANZSCO

Total cost for an established business (includes company profile and genuine position report) **\$1,950 + GST** (this represents significant savings on individual documents)

Package A2 - Company sponsorship nomination and visa applicant documents – New Business

Includes Documents:

2: Salary Explanation / Justification report ("No equivalent worker")

3: Labour Market Testing reports

4: Training Strategy and evidence of expenditure, or Auditable Training Plan

6: Company Profile & Genuine Position report for Sponsorship approval (Existing operating business, established less than 12 months)

10: Job Descriptions according with ANZSCO

11: Resume (Curriculum Vitae) – tailored to ANZSCO

Total cost for a new business (includes company profile for new business and genuine position report) **\$2,190 + GST** (this represents significant saving on individual documents)

Package A3 - Company sponsorship nomination and visa applicant documents – New Business not yet trading

Includes Documents:

2: Salary Explanation / Justification report ("No equivalent worker")

3: Labour Market Testing reports

4: Training Strategy and evidence of expenditure, or Auditable Training Plan

8: Business Plan for Sponsorship approval and Genuine Position report (Newly established business not yet trading)

10: Job Descriptions according with ANZSCO

11: Resume (Curriculum Vitae) – tailored to ANZSCO

Total cost for a new business (includes detailed business plan for a business which has not commenced trading and genuineness of position)

\$2,650 + GST (this represents significant saving on individual documents)

Package B – Nomination and visa documents

Includes Documents:

1: Genuine Position report (Genuineness of the nominated position)

2: Salary Explanation / Justification report ("No equivalent worker")

3: Labour Market Testing reports

10: Job Descriptions according with ANZSCO

11: Resume (Curriculum Vitae) – tailored to ANZSCO

Total cost **\$1,800 + GST** (this represents significant savings on individual documents)

Package C - Company sponsorship documents (existing business operating for more than 12 months)

Includes Documents:

4: Training Strategy and evidence of expenditure, or Auditable Training Plan

5: Company Profile & Genuine Position report for Sponsorship approval

Total cost: **\$1,500 + GST** (this represents significant saving on individual documents)

Package D – RSMS Sponsor and Nominee documents (Existing business, operating for more than 12 months)

Includes Documents:

3: Labour Market Testing reports

5: Company Profile & Genuine Position report for Sponsorship approval

10: Job Descriptions according with ANZSCO

11: Resume (Curriculum Vitae) – Tailored Salary Explanation

12: Schedule documenting how specific RSMS requirements have been met

Plus: Pro – forma employment contract to be completed by the employer (can be supplied as a courtesy, to be reviewed by sponsor’s legal counsel)

Total cost **\$1,995 + GST** (this represents significant saving on individual documents)

PLEASE NOTE

The document preparation prices listed all include a **meeting/phone conference** with the sponsor, migration agent and the candidate being sponsored to gather all required information essential for producing the documents. The meeting/conference times typically last 90 minutes or more. This is an essential first step to a successful outcome.

In addition to documents shown in this price list, we frequently assist clients with preparing a variety of other submissions and letters. The cost of our professional assistance and the use of highly qualified writers in preparation of any documents and reports is based on our hourly rate of **\$180+ GST** per hour.