



> Regional Certifying Body Cairns & Far North Queensland

The role of a Regional Certifying Body (RCB) is to act as a source of assistance for employers to sponsor permanent skilled workers under the Regional Sponsored Migration Scheme (RSMS). Through knowledge of the local labour market, Regional Certifying Bodies (RCBs) certify a nomination before it is submitted to the Department of Immigration and Citizenship (DIAC) for approval.

The Cairns & Far North Queensland Region

Chamber of Commerce & Industry Queensland is gazetted by the Federal Government as a Regional Certifying Body in Cairns and surrounding areas. This region incorporates the following postcodes; 4849, 4852, 4854, 4855, 4856, 4857, 4858, 4859, 4860, 4861, 4865, 4868, 4869, 4870, 4871, 4872, 4873, 4874, 4875, 4876, 4877, 4878, 4879, 4880, 4881, 4882, 4883, 4884, 4885, 4886, 4887, 4888, 4890, 4891, 4895.

What you need to submit to Chamber of Commerce & Industry Queensland

Accompanying Form 1054 for Regional Sponsored Migration Scheme, the following information must be supplied for applications to be considered:

- > evidence of advertising the position within Australia including where the advertisements appeared, whom you advertised with, the duration of advertisements and the outcomes or Employment Agent Statement attesting to the fact that they were unable to fill the position locally
- > a full position description that outlines all the duties that the employee is required to undertake. This must correspond to the duties claimed against the Australian Standard Classification of Occupations (ASCO)
- > a letter of offer or an employment contract that states the hours of work per week (must be full time), the duration of employment contract (must be a minimum of 2 years for RSMS) and the industrial instrument that will dictate the terms and conditions of employment. If the position is non award then you must state what will govern the terms and conditions of employment (eg. National Employment Standards). You must also state the gross salary
- > a letter to explain why you as the employer believe you can't fill the position locally and why the position is necessary to the operations of the business
- > if possible, a copy of an employment contract for workers who hold similar positions within the organisation to that of which the application is for.



For further information contact the Cairns & Far North Queensland office:

t > 1300 138 470

e > rcb@cciq.com.au

a > PO Box 7786
Cairns Q 4870

Processing Fee:

CCIQ Member > \$300.00

Non-member > \$350.00

Prices are GST inclusive and payable to Chamber of Commerce & Industry Queensland

