Regional Certifying Body
Toowoomba & South West Queensland

The role of a Regional Certifying Body (RCB) is to decide whether or not to certify nominations for positions lodged by local employers under the Regional Sponsored Migration Scheme (RSMS). The first step in the RSMS process is certification which provides the Department of Immigration and Citizenship (DIAC) with an assurance that the nomination has been properly scrutinised before it is lodged with DIAC for approval by people who are familiar with local labour market conditions, regularly interact with local employers and know about regional issues that could be relevant to the nomination.

The Toowoomba & South West Queensland Region
Chamber of Commerce & Industry Queensland is gazetted by the Federal Government as a Regional Certifying Body in Toowoomba and surrounding areas. This region incorporates the following postcodes; 4307, 4309 - 4313, 4340 - 4347, 4350, 4352 - 4365, 4370 - 4378, 4400 - 4408, 4410 - 4413, 4415 - 4428, 4454, 4461, 4462, 4465, 4467, 4468, 4470, 4471, 4472, 4474, 4475, 4477 - 4482, 4486 - 4494, 4496, 4497, 4498.

What you need to submit to CCIQ
Accompanying Form 1054 for Regional Sponsored Migration Scheme, the following must be supplied for applications to be considered:

> A letter to explain why you, as the employer, believe you can't recruit a suitably skilled person locally or in Australia, and why the position is necessary to the operations of the business. To support these claims, please provide evidence of advertising the position within Australia, including where the advertisements appeared, whom you advertised with as well as the duration and outcomes, or an Employment Agent Statement attesting to the fact that you were unable to fill the position from within Australia

> 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 and New Zealand Standard Classification of Occupations (ANZSCO)

> A letter of offer or an employment contract that states the hours of work per week (must be full time) and the duration of the employment contract (must be a minimum of two years under the RSMS)

> 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.