



**WORKFORCE (IMMIGRATION)
INTERNAL ADMINISTRATION CIRCULAR NO: 08/03**

To: All Workforce/Immigration New Zealand (INZ) staff

Date: 14 February 2008

Transitioning to Recognised Seasonal Employer (TRSE) – policy and process changes

Please read this information and ensure all staff who may be affected are aware of what is required of them.

Purpose

1. The purpose of this circular is to provide advice and instructions to staff on the changes to the TRSE policy. Please read this in conjunction with the Amendment Circular (2008/3) which includes the new policy. This circular includes:
 - (a) a summary of the changes to the TRSE policy,
 - (b) the process for granting a TRSE work permit from 12 February 2008 (including using the new AMS application type, checking the available places, and formatting the TRSE work permit label), and
 - (c) documents to be given to successful TRSE work permit applicants.

Background to the TRSE policy

2. The TRSE policy was introduced in November 2007 for employers in the horticulture or viticulture industries who have committed to working towards utilising the RSE policy. TRSE policy allows employers to access non-New Zealand citizens or residents who are in New Zealand, when they cannot meet their labour needs from the current workforce.
3. The TRSE policy was originally based on the Approval in Principle (AIP) model. This was a two-stage process where the employer first obtained TRSE Approval in Principle, and then applicants with an offer of employment from a TRSE approved employer could apply for a TRSE work permit, to work for that specific employer.
4. In January 2008, Cabinet agreed to changes being made to the TRSE policy to allow TRSE workers to work for any employer with current TRSE Approval in Principle.

Changes to the TRSE policy

5. The TRSE policy has not changed completely. It still requires employers to make an application for an Approval in Principle (from the RSE Unit). However, TRSE work permit holders, **no longer require an offer of employment** as part of their TRSE work permit application (i.e. TRSE workers will not be linked to a specific employer). Successful TRSE work permit applicants will now be issued four month permits enabling them **to work for any employer** who has current TRSE Approval in Principle.
6. As TRSE workers will no longer be linked to a specific employer, the number of TRSE work permit holders will instead be limited to reflect the total number of TRSE positions that employers have been Approved in Principle for. This limit will be set fortnightly using a "rolling quota", which will be administered by the RSE Unit and updated on the INZ website.

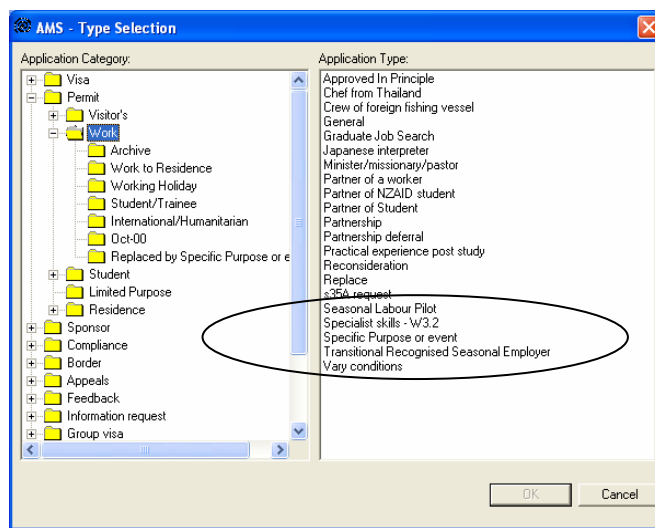
Process for TRSE work permits

Entering cell phone numbers and email addresses

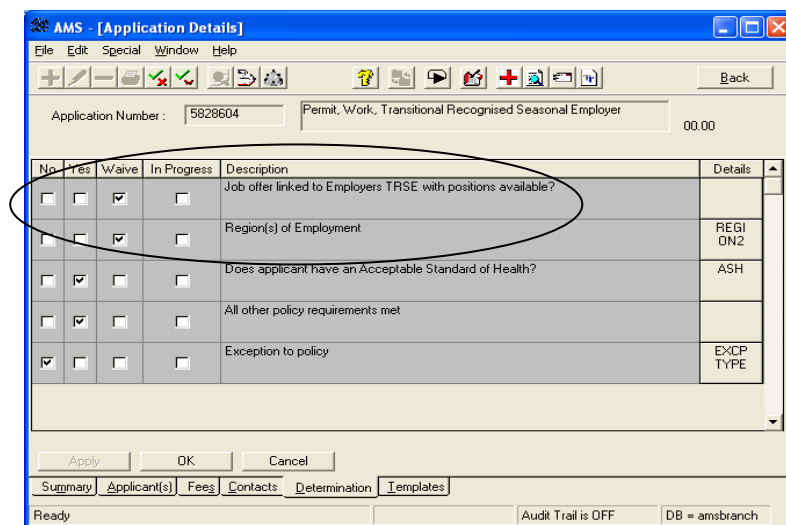
- TRSE work permit forms will shortly be changed to ask for applicant’s cell phone numbers and email addresses. This is so we can inform workers of regions experiencing seasonal labour shortages by text and email. Please make sure you enter this information into the appropriate fields in the AMS address screen, **unless** the applicant has indicated they do not wish to be contacted. If the applicant does not wish to be contacted, leave the cell phone and email fields blank (enter their cell phone number into the phone number field instead).

New AMS application type

- TRSE work permit applications should be lodged under the new AMS application type: permit, work, Transitional Recognised Seasonal Employer.



- In the determination screen you will need to waive the first two requirements as the new policy does not require a job offer, and as the worker will be allowed to move between employers, they may also move between regions.



Rolling quota

10. Officers should always check the rolling quota availability before proceeding with the application. To do this you will need to visit the TRSE page of the immigration website at www.immigration.govt.nz/trse. This page will be updated fortnightly with information on whether the quota has been met and if TRSE work permits are able to be issued. This information will be available on the web page before Monday 18 February 2008. Prior to this date you may assume that the quota has not been met and TRSE work permits can be issued.

Formatting the TRSE work permit label

11. If all policy requirements are met the applicant may be granted a TRSE work permit for a **maximum of four months** with the following conditions:

The holder may work as a **seasonal worker** for **any employer who holds a current TRSE approval in principle in any region**.

Documents for approved TRSE applicants

12. All successful TRSE work permit applicants should be provided with the following documents (attached in appendix 1):
- contact details of the Seasonal Labour Coordinators (who will be able to direct TRSE work permit holders to employers with TRSE approval in principle), and
 - a copy of the Employment Relations Service Fact Sheets on minimum pay and payment and deductions.
13. If this IAC is inconsistent with any previous IAC, the instructions contained here prevail.



Minimum Pay and
Payment and De...



Seasonal Labour
Co-ordinators ...