



NEW ZEALAND  
IMMIGRATION

# Hiring migrant workers using the Accredited Employer Work Visa

FOR SMALL BUSINESS EMPLOYERS



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĪKINA WHAKATUTUKI

Te Kāwanatanga o Aotearoa  
New Zealand Government

# Thinking of hiring a migrant worker?

The Accredited Employer Work Visa (AEWV) was introduced in July 2022 to provide a new 3-step pathway for hiring migrants and replace six other visas.

It also;

- › Makes sure employers get the workers they need without disadvantaging New Zealanders
- › Ensures migrant workers are given the same employment protection as New Zealanders

We will support you on your journey to becoming an Accredited Employer and have a dedicated Employer number you can call with any questions about the process.



## Immigration Contact Centre's employer line

**0508 967 569**

Available 8am to 6pm, Monday to Friday.

Freephone from NZ landlines



# The 3-step process



## Employer accreditation

*10 week days*

### **STEP ONE – Apply for employer accreditation**

First step is to get accredited. Fill out the online form and provide us with the details through Immigration Online.



## Job check

*10 week days*

### **STEP TWO – Advertise and apply for a job check**

In many cases you will need to advertise the job to show that it cannot be filled by a New Zealand citizen or resident. Your job ad needs to include key details like wages, responsibilities and experience required.

You can then apply for a job check. This helps us understand the role and approve the request to fill it with a migrant.



## Visa application

*20 week days*

### **STEP THREE – Ask the migrant worker to apply**

Once the job check is approved, you can then invite the migrant worker to apply for a visa. They will just need to follow the link you to send them when completing their application.

# Which accreditation type should I choose?

## STEP ONE – Applying for accreditation



### Standard

- › Intend to employ up to 5 migrant workers at any one time
- › Cost - \$740



### High volume

- › Intend to employ 6 or more migrant workers
- › Cost - \$1220



### Franchisee

- › Companies that operate as a franchise
- › Cost - \$1980



### Controlling third party

- › Companies where staff are contracted out to do work for third parties
- › Cost - \$3870

Once approved, accreditation lasts for between 12 and 24 months.



## Ready to apply?

### STEP ONE – Applying for accreditation

We have a checklist you can use to make sure you understand everything about AEWV and what you need for the application.

This includes;

- › Getting yourself set up in Immigration Online to apply for AEWV
- › Details about your business
- › What you need to know and do when you are an accredited employer



**[immigration.govt.nz/accreditationchecklist](https://immigration.govt.nz/accreditationchecklist)**

*We aim to process your accreditation in 10 week days.*

## I'm ready to hire

### STEP TWO – Applying for a job check

Now you are accredited, and you have advertised a role that a New Zealand citizen or resident could not fill, it's time to submit a job check.

All we need is;

- › Evidence of a job offer that pays the market rate and at least the NZ median wage. There are some exceptions to this.
- › A job description.
- › The proposed employment agreement.
- › Evidence that you advertised the role for 2 weeks and found no New Zealand citizen or resident suitable. There are some exceptions to this.
- › An application fee of \$610.



*We aim to process your job check in 10 week days.*

Once approved, a job check lasts for 6 months and is only used once your migrant worker submits their application. This means you don't have to fill the role straight away.

**[immigration.govt.nz/jobcheckchecklist](https://immigration.govt.nz/jobcheckchecklist)**

## Exceptions to advertising and paying the median wage

If the role is on the Green List or pays twice the median wage you don't need to advertise it.

There are temporary exceptions to paying at least the median wage for some jobs in these sectors:

- › Tourism and hospitality
- › Seafood processing (onshore)
- › Meat processing
- › Bus driving
- › The care workforce
- › Construction and infrastructure
- › Seasonal snow and adventure tourism



### Think this may apply to you?

Check out the list of Green List roles:  
[immigration.govt.nz/greenlistroles](https://immigration.govt.nz/greenlistroles)

Find all the details about the exceptions to the median wage:  
[immigration.govt.nz/AEWWexceptions](https://immigration.govt.nz/AEWWexceptions)

## Helping migrant workers to apply for their work visa

### STEP THREE – Ask the migrant worker to apply

Now your job check is approved, it's time to invite your migrant worker to apply.

It's as simple as going into your Immigration Online dashboard, entering their contact details and selecting the 'send request' button.

We will send them a unique link with a job token that they will use to accept the request and complete their AEWV application.

*We aim to process the workers' visa application in 20 week days.*



**TIP:** Make sure you get the worker to accept the request and submit the application before the job check expires. Job checks last for 6 months but once expired you will need to re-advertise and submit a new job check.

# Supporting employers and migrant workers

A well-settled worker is good for business and good for Aotearoa New Zealand. When you employ workers on AEWV, you'll need to provide them information to help them settle into their jobs and life in New Zealand.

Employment New Zealand has learning modules to help you and your new migrant worker.



## Employer modules

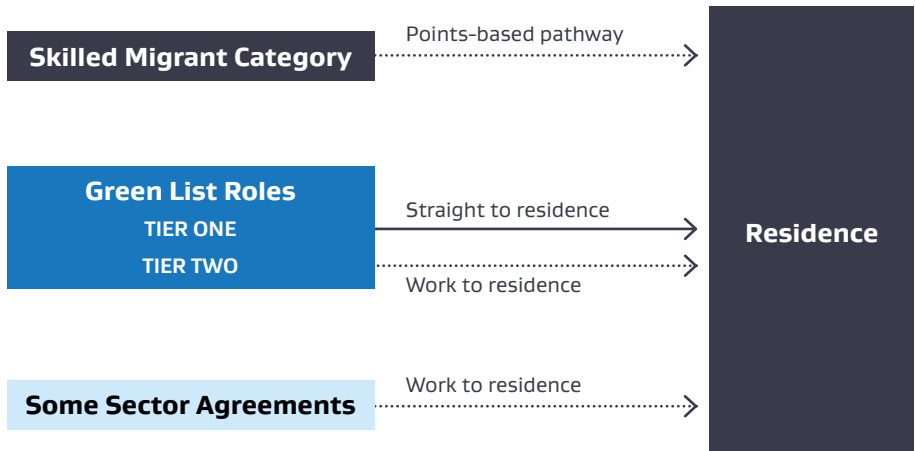
- › These help you to understand important information about employing migrant workers
- › These need to be completed by anyone who is involved with the hiring process

## Employee modules

- › These help your new migrant worker to settle in and understand their working rights in New Zealand
- › You need to make sure your migrant worker has the opportunity to complete these during work hours within the first month of employment

# Pathways to residence

There are several ways that skilled migrant workers could become residents.



# Setting yourself up for success

You can help make the process smoother by;



## Submitting a complete application

- › Use the checklists to make sure you have given us everything we need



## Responding quickly

- › We may contact you requesting more information, the sooner you respond the sooner your application can continue being processed.

## Tracking applications

With the Immigration Online system, you can check the status of your application and see what we might be waiting for.

Your migrant worker can also check the status of their application and see if we are waiting on any more information.

Although we will try to process their application as quickly as possible, sometimes we rely on third parties for checks and documentation that can take time to provide to us.

Checking in with your migrant worker can help make sure they have provided us with everything we need.



**[onlineservices.immigration.govt.nz](https://onlineservices.immigration.govt.nz)**

### Need more help?



**0508 967 569**



**[www.immigration.govt.nz/accredited-employer](https://www.immigration.govt.nz/accredited-employer)**

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