

## **REGIONAL CERTIFYING BODY (RCB) Assessment Checklist**

(Greater Shepparton City Council, Moira Shire, Strathbogie Shire Council,  
Mitchell Shire Council, Murrindindi Shire Council)

This checklist is designed to assist you in submitting a complete nomination assessment so this position can be assessed by the Regional Certifying Body. Using this checklist will help to minimise processing times. You should ensure that you provide all documentation listed to lodge a complete request for assessment.

While we may ask you to provide more information in order to determine whether you meet the criteria for assessment approval, a decision on the assessment may be made solely on the information provided at the time of application. If further documents are requested a period of 14 days will be given in which to receive the documents. After this time all documents will be returned.

**Please forward documents via email to:** [migration@shepparton.vic.gov.au](mailto:migration@shepparton.vic.gov.au)

**or mail to:**

Greater Shepparton Business Centre  
RCB Coordinator  
70 New Dookie Rd  
**SHEPPARTON VIC 3630**

*Please note: no staples in documents, use only bulldog or paperclips, no double-sided printing.*

**Please check that you have provided the following for your assessment:**

Form 1404 Regional Sponsored Migration Scheme – Regional Certifying Body Advice and a copy of the lodged or draft application if applicable. Please <u>do not</u> complete the section for <b>Details of Regional Certifying Body</b> .	
Signed and dated Form 956 (if using a migration agent)	
Position Description and Employment Contract signed by both parties	
Evidence to support the salary and terms and conditions for this position are consistent with the market rate for other positions in the same location (same company or town). <b><u>As a minimum we require:</u></b> <b>a)</b> a copy of the relevant award highlighting the salary and classification (one page only – do not send the whole award) <i>and</i> <b>b)</b> a copy of an employment contract (showing the salary) for a similar position within the business or copies of 3 job advertisements for similar positions in Regional Victoria showing the salary.	



Payment details/ <i>proof of payment</i> : Current Certification Fee \$550.00 (inc GST)	
Invoice will be emailed to the Migration Agent for prompt payment prior to application being processed.	
Provide a prepaid, self-addressed, A4 envelope for the return of documents	

**Please note:**

Regional Certifying Bodies (RCBs) only provide advice to the Department of Home Affairs. RCBs make no final decisions and neither approves nor refuses RSMS employer nominations. Obtaining positive RCB advice does not automatically guarantee that the RSMS employer nomination will also be approved by the Department of Home Affairs. If the RSMS employer nomination is not approved by the Department, contacting the RCB is not the appropriate pathway to seek a review of the Department's decision. In case of a refusal decision by the Department of Home Affairs, the Department will provide the nominating employer or their agent with advice in relation to any appeal rights they may have.

**Period of validity of the assessment**

Under policy, the RCB assessment must have been obtained no more than 3 months before the date the nomination is lodged. If the assessment is dated more than 3 months before the date the nomination is lodged, the delegate may require a fresh RCB assessment to be obtained. **In this event a new application will have to be made.**