

# MINTRAC ENS and RSMS audit report

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**ENS:** Employer Nomination Scheme

**RSMS:** Regional Sponsored Migration Scheme

**Company Name:** \_\_\_\_\_

**Address :** \_\_\_\_\_

\_\_\_\_\_ **Post code** \_\_\_\_\_

**Audit Date(s) :** \_\_\_\_\_

**Auditors:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Interpreter(s):** 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Scope of audit:** \_\_\_\_\_

**Disclaimer:** The audit was conducted by undertaking the activities required by the Meat Audit Terms of Reference. Absence of a finding against a particular requirement of the Terms of Reference does not necessarily mean that none exist.

**MINTRAC CEO signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**Workers selected for *observation***

Total number of nominated ENS or RSMS workers: \_\_\_\_\_

Number observed: \_\_\_\_\_

Selection process used: \_\_\_\_\_  
 \_\_\_\_\_

	<b>Identity verification (describe)</b>	<b>ENS/RSMS nominated occupation</b>	<b>Tasks undertaken during observation</b>	<b>Comment</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

**Workers selected for *interview***

**Total number of ENS or RSMS workers:** \_\_\_\_\_

**Number interviewed:** \_\_\_\_\_

**Selection process used:** \_\_\_\_\_  
 \_\_\_\_\_

	<b>Identity verification (describe)</b>	<b>Interpreter's name</b>	<b>NAATI accreditation (Yes/no)</b>	<b>Classification</b>	<b>Comment</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

## Matter 1

Identify the operational profile of the meat processing establishment and their capacity to employ full-time equivalent<sup>1</sup> slaughterpersons, butchers, supervisor meat tradespersons, smallgoods makers and/or “Skilled Meat Workers”. This matter is relevant to both new and existing sponsors.

The audit must identify the operational profile of the sponsor’s meat processing establishment and the number of full-time equivalent skilled slaughterpersons and/or butchers and/or supervisor meat tradespersons and/or smallgoods makers that would be effective to that operational profile. The Department will consider the results of this aspect of the audit to be ‘fit for purpose’ where the Department is able to assess from the information provided whether the actual or proposed use of the Employer Nomination Scheme (ENS) or Regional Sponsored Migration Scheme (RSMS) is consistent with the operations of the meat processing establishment.

For the purpose of this audit, the occupation of “Skilled Meat Worker”, which is an occupation that is not eligible for the ENS or RSMS, will be the same occupation as defined within the standard Meat Industry Labour Agreements between meat industry employers and the Commonwealth. A “Skilled Meat Worker” is a holder of a Subclass 457 visa, granted through a Meat Industry Labour Agreement, who possesses the following qualifications and work experience, and performs the following tasks under limited supervision and direction:

- Minimum Qualification - Assessed and verified by a MINTRAC registered assessor, or an assessor approved by the Commonwealth and the State, with a Certificate IV in Training and Assessment experienced in meat processing, to be a “Skilled Meat Worker” with a minimum skill level commensurate with the MINTRAC referenced AQF Certificate III in meat processing.
- Minimum Work Experience - A “Skilled Meat Worker” must demonstrate a minimum of 3 years skilled work experience obtained at a quality meat processing establishment as identified by a relevant Meat Industry Labour Agreement between a meat industry employer and the Commonwealth.
- Duties and Tasks - The duties and tasks of a “Skilled Meat Worker” reflect duties and tasks referenced by a MINTRAC Certificate III. A “Skilled Meat Worker” cannot be employed in a labouring position or undertake labouring or unskilled duties.

**Existing operational profile of the meat processing establishment:**

Requirement	Findings	Comment/explanation
the species of animal processed at the establishment		
the number of each species of animal processed per shift		
the number of shifts operated at the establishment		
the number of ordinary hours operated on each shift		
the number of full-time equivalent meat processing workers employed at the establishment		
the number of full-time equivalent:		
o slaughterpersons;		
o butchers;		
o supervisor meat tradespersons		
o smallgoods makers		
o Skilled meat workers		
the number of full-time equivalent <i>Australian</i>		
o slaughterpersons;		
o butchers;		
o supervisor meat tradespersons;		
o smallgoods makers,		
o Skilled meat workers		

**Sponsor's *proposed* operational profile (where this differs from existing operational profile) for the meat processing establishment:**

Requirement	Findings	Comment/ explanation
the species of animal processed at the establishment		
the number of each species of animal processed per shift		
the number of shifts operated at the establishment		
the number of ordinary hours operated on each shift		
the number of full-time equivalent meat processing workers employed at the establishment		
the number of full-time equivalent:		
o slaughterpersons;		
o butchers;		
o supervisor meat tradespersons		
o smallgoods makers		
o Skilled meat workers		
the number of full-time equivalent <i>Australian</i>		
o slaughterpersons;		
o butchers;		
o supervisor meat tradespersons;		
o smallgoods makers,		
o Skilled meat workers		



## Matter 2

Identify whether Subclass 457 visa holders who are currently working at the meat processing establishment are performing in the full-time occupations for which they were nominated. This matter is relevant to existing sponsors, as well as new sponsors, as part of monitoring after the sponsored workers have arrived.

The Auditor must identify and report on the full-time occupations in which each Subclass 457 visa holder is employed. The Department will consider the results of this part of the audit to be ‘fit for purpose’ where the Department is able to determine from the information provided whether the full-time occupation in respect of each sponsored worker is the skilled occupation for which they were nominated and as described by the 4511 ASCO description of Slaughterperson, Butcher, Small Goods Maker or Supervisor Meat Tradesperson, or by the Meat Industry Labour Agreement description of “Skilled Meat Worker”. The Auditor will also need to identify whether any Subclass 457 visa holders employed in these occupations are working in any other skilled or unskilled occupation.

Worker's name	Nominated full-time occupation	Current full-time occupation	Variations - explanations


### Matter 3

Identify whether Subclass 457 visa holders who are currently working at the meat processing establishment are skilled to perform the full-time occupations for which they were nominated. This matter is relevant to existing sponsors and to new sponsors as part of monitoring after the sponsored workers have arrived.

The Auditor will identify and report on the following for each Subclass 457 visa holder:

- whether they hold a valid Certificate III in Meat Processing qualification issued by an approved Australian Registered Training Organisation;
- the species of animal against which any Certificate III in Meat Processing was determined;
- whether they hold references that show they have undertaken employment at the same skill level as a Certificate III in Meat Processing, having performed the relevant duties for a minimum of three years;
- the name and address of the meat processing establishment at which their employment experience was attained; and
- the species of animal processed at the meat processing establishment at which their employment experience was attained.

The Department will consider the results of this aspect of the audit to be ‘fit for purpose’ where the Department is able to determine from the information provided whether the sponsored workers are skilled to effectively perform the full-time occupations to which they were nominated.

