



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HIKINA WHAKATUTUKI

Job Check Models

6 November 2023





Contents

1 Job Check User Journey Model	4
2 Job Check System Process Model.....	5
System Process Model for Job Check applications.....	5
ADEPT Job Check Decision Flow	6
3 Job Check conditions	35



1 Job Check User Journey Model



2 Job Check System Process Model

System Process Model for Job Check applications.

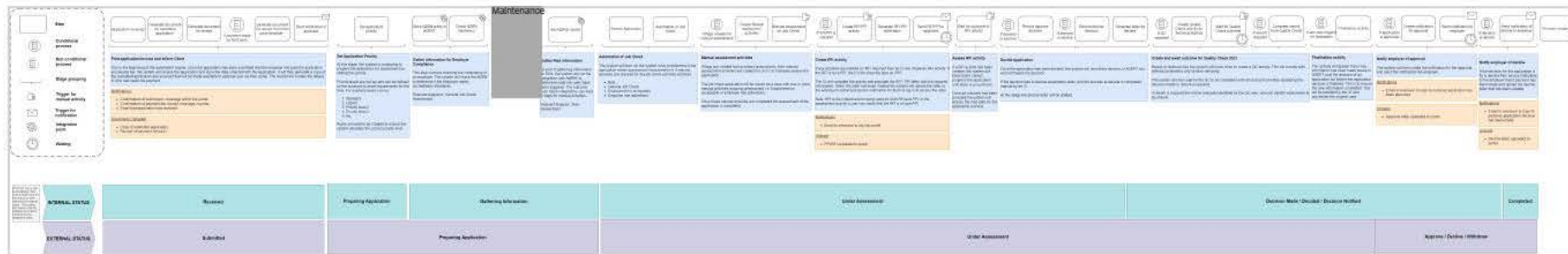
The below diagram show how the system will progress a job check application from the point an application is received to when a decision has been made and finalised.

Important aspects to note in this process:

i. Gather information: The diagram is drawn in a linear process, however as it has been established certain functions can happen in parallel. In this diagram there is the Process to Wait for all gather information to be completed meaning that multiple requests can occur at the same time, but the system will not progress until those actions have been completed.

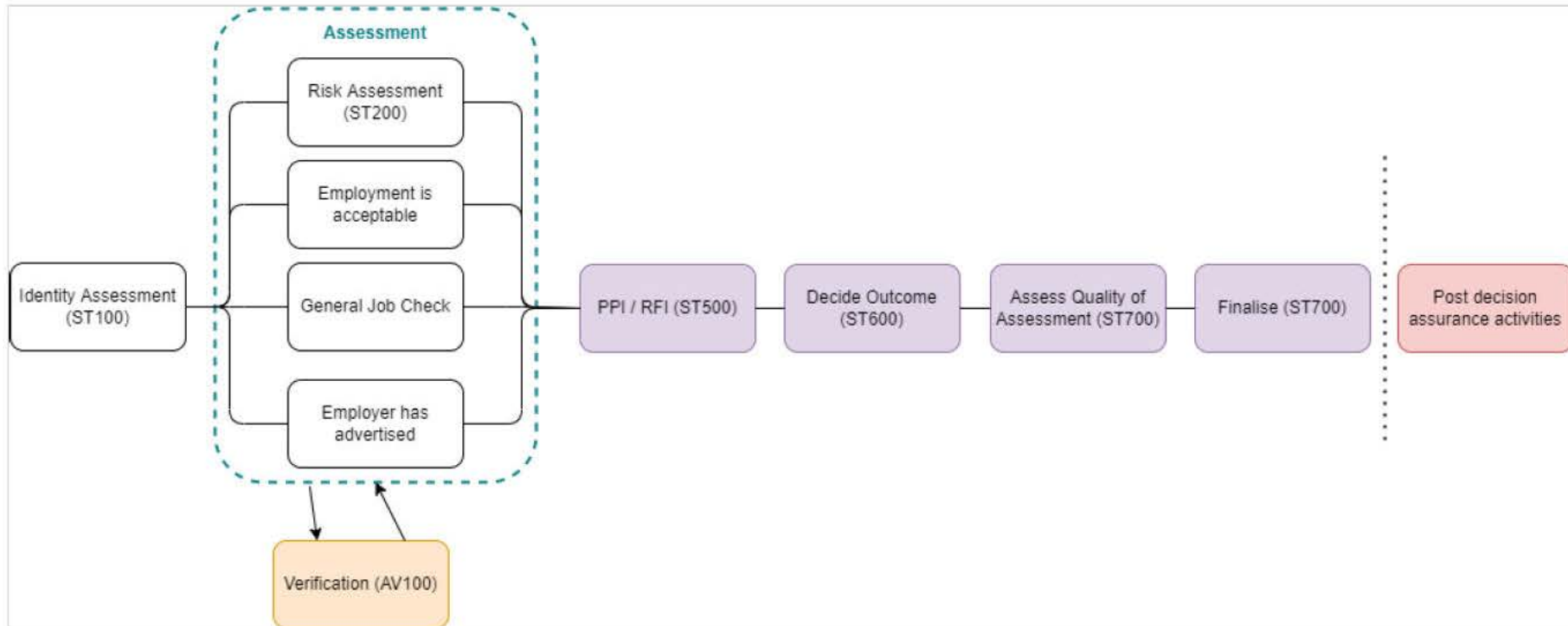
ii. Multiple activities

Note: this diagram is only looking at the system and not the detail of manual process that are created/escalated by users in the system.





ADEPT Job Check Decision Flow





JC-01 - ST200: Risk Assessment

ST200 Risk Assessment will be reused for Accreditation. This can be found here [ST200: Risk Assessment](#)



JC-02 - Employment is acceptable

Maintenance of the law

	Decision point	Information source	Front end form question	Application Information Tag
1	The employer (organisation) who holds the accreditation is the direct employer who is named on the employment agreement?	<input type="checkbox"/> Application form response	<p><u>One of the following:</u></p> <p>Is the employer listed in the employment agreement the legal name of the employer that was accredited?</p> <p>Is the employer listed in the employment agreement the partners of the partnership that was accredited?</p> <p>Is the employer listed in the employment agreement the trustees of the trust that was accredited?</p>	Employer is not the direct employer who is named on the agreement



	Decision point	Information source	Front end form question	Application Information Tag
2	Is the migrant going to be placed with a controlling third party?	<input type="checkbox"/> Application form response	Will the employee be placed with a controlling third party?	N/A
3	Is the employer (organisation) a triangular business with triangular accreditation?	<input checked="" type="checkbox"/> ADEPT knows accreditation type		Employer does not hold triangular accreditation
4	Employment agreement is for a single accredited employer?	<input type="checkbox"/> Application form response	Will the successful candidate be employed by other employers in addition to your organisation?	Proposed employment agreement includes multiple employers
7	Proposed employment agreement is compliant with all relevant NZ employment laws in force?	<input type="checkbox"/> Application form response	Does the employment agreement include all of the above information?	Employer has declared employment agreement is not compliant with NZ employment laws
9	Proposed is full time (at least 30 guaranteed hours per week, for every week worked)?	<input type="checkbox"/> Application form response	Does the employment agreement guarantee work for a minimum of 30 hours per week? OR Number of hours per week to be worked, as specified in the employment agreement = 'Only a maximum number of hours per week (no minimum)' OR 'No minimum or maximum hours specified'	Hours are not at least 30 hours per week in employment agreement



	Decision point	Information source	Front end form question	Application Information Tag
			<p>OR</p> <p>Number of hours specified in the employment agreement <30</p> <p>OR</p> <p>Maximum number of hours to be worked per week <30</p> <p>OR</p> <p>Maximum number of hours worked per week <30</p> <p>OR</p> <p>Does the employment agreement guarantee the employee work for at least 30 hours per week at their normal rate of pay?</p>	
1 0	Proposed employment agreement does not pass costs for recruitment or fees onto the migrant, including any unreasonable deductions?	<input type="checkbox"/> Application form response	<p>I confirm that there has not, and will not be any payment made by the employee to secure or retain their employment</p> <p>OR</p> <p>I confirm that a premium has not been paid, and will not be paid, by any successful</p>	Deductions are included in the employment agreement are reasonable



	Decision point	Information source	Front end form question	Application Information Tag
			<p>candidate resulting from this job check</p> <p>OR</p> <p>Does the employment agreement include any bonds?</p>	
1 1	Proposed employment agreement includes changing locations, and if so do the terms and conditions regarding changing locations disadvantage or exploit the migrant?	<input type="checkbox"/> Application form response	<p><i>If yes</i> - Will the job require the employee to travel between multiple locations of work?</p> <p>OR</p> <p><i>If yes</i> - Does the job requirement for work to be done at multiple locations disadvantage the employee?</p> <p>OR</p> <p><i>If yes/no</i> - Are the terms and conditions of work being done at multiple locations set out in the employment agreement?</p>	Change of location included in agreement
1 2	Proposed employment agreement includes terms and conditions that offer no less than those offered in the NZ market for that occupation, including the rate of pay and notice periods?	<input type="checkbox"/> Application form response	Are the terms and conditions specified in the employment agreement less than those of the New Zealand market for this occupation?	Terms and conditions offered are less than those offered in the NZ market for that occupation, including pay



	Decision point	Information source	Front end form question	Application Information Tag
1 3	Is the job check for self employment, or for the planting, maintaining, harvesting, or packing crops in the horticulture or viticulture industries?	<input type="checkbox"/> Application form response	<i>If yes</i> - Is this job for planting, maintaining, harvesting or packing crops in the horticulture or viticulture industries? OR <i>If yes</i> - Is this job check for self-employment?	Employer has declared self employment or planting, maintaining, harvesting or packing crops
1 5	Proposed employment agreement has a pay period that is no longer than one month?	<input type="checkbox"/> Application form response	What is the pay period for the job as specified in the employment agreement?	Pay period is longer than one month
1 6	The minimum pay rate is at or above the median wage?	<p><input checked="" type="checkbox"/> ADEPT uses rate of pay from application to compare the ADEPT calculated rate</p> <p>Median wage is currently \$27.76</p>	<p>Minimum hourly rate of pay</p> <ul style="list-style-type: none"> • Wages <code>inz_payrate</code> • Salary <code>inz_minimumhourlyrate</code> <p>Number of hours per week to be worked, per the proposed employment agreement</p> <p>Number of hours specified in the proposed employment agreement</p> <p>Maximum number of hours to be worked per week</p>	N/A



	Decision point	Information source	Front end form question	Application Information Tag
			<p>Number of days in each shift pattern</p> <p>Maximum number of hours worked per shift pattern</p> <p>Maximum number of hours worked per week</p> <p>Minimum base hourly rate of pay</p> <p>Does the proposed employment agreement include allowances in addition to the employee's usual pay?</p> <p>Additional hourly rate of pay</p> <p>Value of allowance or benefit</p> <p>Frequency of allowance or benefit</p>	
2 5	Hourly rate meets the minimum remuneration threshold for this ANZSCO code? (sector agreement or green list threshold)	<p>■ ADEPT will know if the role qualifies for a sector exemption and will compare against the ADEPT calculated rate</p>	<p>Australian and New Zealand Standard Classification of Occupations (ANZSCO) code of job</p> <ul style="list-style-type: none"> • AND - if applicant says its incorrect <p>ANZSCO code of job</p> <p>Minimum hourly rate of pay</p>	Hourly rate does not meet remuneration threshold



	Decision point	Information source	Front end form question	Application Information Tag
30	Is the ANZSCO code part of the transport sector?		ANZSCO code entered in the JC front end at QANZSCO is listed as part of the transport sector in the ANZSCO table.	
31	Employer claims to be on the Transport Employers List?		In the JC front end the employer has answered the question "Does your organisation meet one of the following criteria?" with either <ul style="list-style-type: none">• Is on the Waka Kotahi (New Zealand Transport Authority) 'All Parties Memorandum of Understanding - Improving Driver Terms and Conditions' list, or;• Is on the Ministry of Education funded school bus service list; or;	
33	Employer is on Transport Sector Employers List (NZBN and region matches)		Answer yes to this if EITHER <ul style="list-style-type: none">• the employer claims to be on the Waka Kotahi list (answer given in front end form), AND• Employer NZBN is on the Transport Sector Employers	If yes do not flag for manual assessment If no, create AIT: Claims to be an approved transport sector employer but NZBN or region does not match list



	Decision point	Information source	Front end form question	Application Information Tag
			<p>list with Waka Kotahi in the "listed on" field, AND</p> <ul style="list-style-type: none"> The region of employment (answer given in the front end) matches the region of employment in the "region" field on the Transport Sector Employers list. <p>OR</p> <ul style="list-style-type: none"> the employer claims to be on the MoE list (answer given in front end form), AND Employer NZBN is on the Transport Sector Employers list with MoE in the "listed on" field. 	
3 2	Employer claims to be contracted to provide a school bus service?		<p>In the JC front end the employer has answered the question "Does your organisation meet one of the following criteria" with</p> <ul style="list-style-type: none"> Is directly contracted to a school to provide a school bus service 	<p>If no create AIT: Bus driver paid below median but not part of sector agreement</p> <p>If yes create AIT: Check employer is contracted to provide a school bus service</p>



	Decision point	Information source	Front end form question	Application Information Tag
			(so if the employer answers that question with "none", the answer to this decision point is no)	
2 9	Is the occupation part of the seafood (onshore processing) or meat processing sector?	■ ADEPT ANZSCO has a flag for sector	ANZSCO code Meat processing = 831311 Seafood processing = 831313 AND Will this role need to meet the Sector Agreement requirements? = yes	Check there is space left in the sector agreement quota for this ANZSCO code
1 7	Is the occupation on the restricted occupation list?	■ ADEPT uses rate of pay to compare against reference table in back end	Australian and New Zealand Standard Classification of Occupations (ANZSCO) code of job	N/A
1 8	Is the minimum rate of pay 150% of the median wage?	■ ADEPT uses rate of pay from application to compare the ADEPT calculated rate 150% is currently	Minimum hourly rate of pay <ul style="list-style-type: none"> • Wages inz_payrate • Salary inz_minimumhourlyrate 	Pay does not meet minimum requirements for restricted occupation list



	Decision point	Information source	Front end form question	Application Information Tag
			<p>Number of hours per week to be worked, per the proposed employment agreement</p> <p>Number of hours specified in the proposed employment agreement</p> <p>Maximum number of hours to be worked per week</p> <p>Number of days in each shift pattern</p> <p>Maximum number of hours worked per shift pattern</p> <p>Maximum number of hours worked per week</p> <p>Minimum base hourly rate of pay</p> <p>Does the proposed employment agreement include allowances in addition to the employee's usual pay?</p> <p>Additional hourly rate of pay</p> <p>Value of allowance or benefit</p> <p>Frequency of allowance or benefit</p>	



	Decision point	Information source	Front end form question	Application Information Tag
1 9	Does the minimum rate of pay equal the minimum calculated by ADEPT?	<p>■ ADEPT uses rate of pay from application to compare the ADEPT calculated rate</p>	<p>Minimum hourly rate of pay</p> <ul style="list-style-type: none"> ▪ Wages inz_payrate ▪ Salary inz_minimumhourlyrate <p>Number of hours per week to be worked, per the proposed employment agreement</p> <p>Number of hours specified in the proposed employment agreement</p> <p>Maximum number of hours to be worked per week</p> <p>Number of days in each shift pattern</p> <p>Maximum number of hours worked per shift pattern</p> <p>Maximum number of hours worked per week</p> <p>Minimum hourly rate of pay</p> <p>Minimum base hourly rate of pay</p> <p>Does the proposed employment agreement include allowances in addition to the employee's usual pay?</p>	Hourly rate declared by employer does not match hourly rate calculated by ADEPT



	Decision point	Information source	Front end form question	Application Information Tag
			<p>Additional hourly rate of pay</p> <p>Value of allowance or benefit</p> <p>Frequency of allowance or benefit</p>	
20	Employer guarantees each hour of pay will be at least the minimum pay rate provided for each pay cycle and any leave will be paid at that rate?	<input type="checkbox"/> Application form response	<p>Minimum base hourly rate of pay</p> <ul style="list-style-type: none"> • Wages inz_payrate • Salary inz_minimumhourlyrate <p>AND</p> <p><i>If no</i> - Will employees be paid at the minimum rate of pay or higher for time spent sleeping during overnight work?</p> <p>OR</p> <p><i>If no</i> - Does the employment agreement guarantee the employee work for at least 30 hours per week at their normal rate of pay?</p> <p>OR</p> <p><i>If no</i> - Does the employment agreement include all of the above information?</p>	Employer has not guaranteed each hour of pay will be at least the minimum pay rate provided for each pay cycle, including any leave



	Decision point	Information source	Front end form question	Application Information Tag
2 1	Are the hours of work included in the employment agreement considered variable?	<input type="checkbox"/> Application form response	<p>Number of hours per week to be worked, as specified in the employment agreement = Hours vary</p> <p>Will the employment be based on a revolving roster?</p> <p>Are the number of hours worked per shift pattern the same throughout the year?</p> <p>Are the number of hours worked the same throughout the year?</p>	Variable hours declared by employer
2 2	Does the remuneration include other employment related allowances, deductions, piece rates and bonuses?	<input type="checkbox"/> Application form response	<p><i>If yes - Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?</i></p> <p>OR</p> <p><i>If yes - Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?</i></p>	Remuneration includes other employment related allowances, deductions, piece rates and bonuses
2 3	Does the proposed employment agreement include the migrant working overnight?	<input type="checkbox"/> Application form response	ANZSCO code of role	Overnight clauses in proposed employment agreement



	Decision point	Information source	Front end form question	Application Information Tag
			<p><i>If yes - Will the job require the employee to work overnight, but allow them to sleep during this time?</i></p> <p>Will time spent sleeping during overnight work be paid at the minimum rate of pay or higher?</p> <p>Will time spent sleeping during overnight work be paid at at least the minimum wage?</p> <p>Does the employment agreement guarantee the employee at least 30 hours per week at their normal rate of pay?</p>	
2 7	Does the job require occupational registration	■ ANZSCO table holds jobs that require registration	Australian and New Zealand Standard Classification of Occupations (ANZSCO) code of job	Job does not require occupational registration
2 8	Is the job check to support a foreign crew of a fishing vessel?	<input type="checkbox"/> Application form response	Is this job to work as a crew member on a fishing vessel?	Job check is to support a foreign crew of a fishing vessel
2 4	Any flags for manual assessment?	■ ADEPT creates manual flags		



Remuneration calculator logic



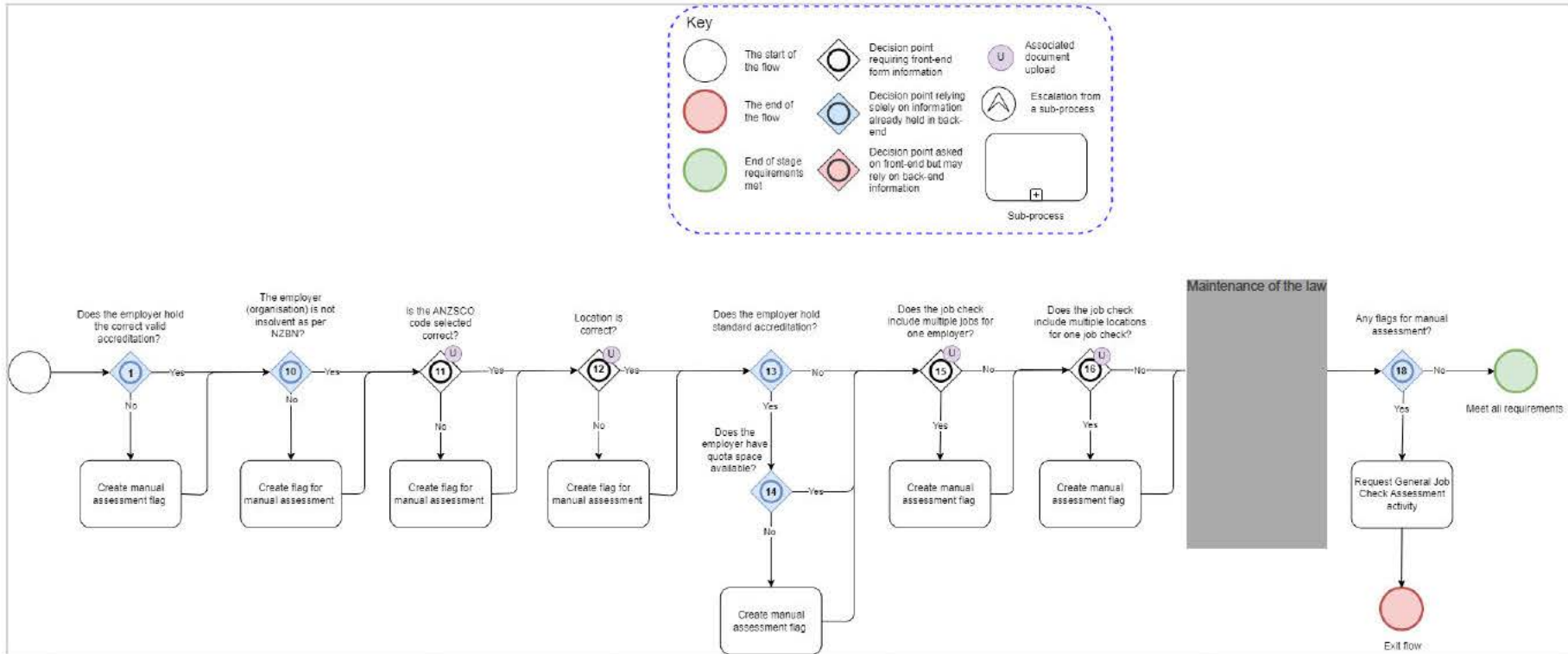
Remuneration calculator.vsd



Maintenance of the law



JC-03 - General Job Check



#	Decision point	Immigration Instruction	Information source	Front end form question	Application Information Tag
1	Does the employer hold the correct valid accreditation?		■ ADEPT holds this information		Employer does not hold correct accreditation



#	Decision point	Immigration Instruction	Information source	Front end form question	Application Information Tag
10	The employer (organisation) is not insolvent as per NZBN?		■ API to NZBN		Employer organisation is listed as insolvent with NZBN
11	Is the ANZSCO code selected correct?		<input type="checkbox"/> Application form response	ANZSCO code of role	ANZSCO occupation code is not correct
12	Location is correct?		<input type="checkbox"/> Application form response	Address of work Primary address of work Work region	Location is not correct
13	Does the employer hold standard accreditation?		■ ADEPT holds this information		N/A
14	Does the employer have quota space available?		■ ADEPT holds this information		Employer has standard accreditation and does not have quota space available
15	Does the job check include multiple jobs for one employer?		<input type="checkbox"/> Application form response	Number of positions	Employer has declared multiple positions with same location / occupation
16	Does the job check include multiple locations for one job check?		<input type="checkbox"/> Application form response	Will the job require the employee to travel	Employer has declared multiple locations for one job check



#	Decision point	Immigration Instruction	Information source	Front end form question	Application Information Tag
				between multiple locations of work? OR Will the job require the employee to work in multiple locations?	
1 7	Is the employer intending to hire a family member?		<input type="checkbox"/> Application form response	Do you intend to use this Job Check to hire a family member?	Employer is intending to hire family member
1 8	Any flags for manual assessment?		<input checked="" type="checkbox"/> ADEPT creates manual flags		



JC-04 - Employer has advertised

Maintenance of the law

	Decision point	Immigration instruction	Information source	Front end form question	Application Information Tag
1	Is the hourly rate 200% of the median wage?		<p>■ ADEPT uses rate of pay to compare against reference table in back end</p> <p>200% is currently \$55.52</p>	<p>Minimum hourly rate</p> <p>Number of hours per week to be worked, per the proposed employment agreement</p> <p>Number of hours specified in the proposed employment agreement</p>	N/A



	Decision point	Immigration instruction	Information source	Front end form question	Application Information Tag
				Maximum number of hours to be worked per week Number of days in each shift pattern Maximum number of hours worked per shift pattern Maximum number of hours worked per week Minimum base hourly rate of pay Does the proposed employment agreement include allowances in addition to the employee's usual pay? Additional hourly rate of pay Value of allowance or benefit Frequency of allowance or benefit	
2 3	Is the occupation on the green list?		■ ADEPT uses occupation to compare against reference table in back end	ANZSCO code of role	N/A



	Decision point	Immigration instruction	Information source	Front end form question	Application Information Tag
2 4	Is the occupation in the ICT, Electronics and Telecommunications sector and Minimum Pay?		■ ADEPT uses occupation from application form to compare against reference table in back end	ANZSCO code of role	N/A
2	Is the hourly rate equal to or above the median wage?		■ ADEPT uses rate of pay to compare against reference table in back end	<p>Minimum hourly rate</p> <p>Number of hours per week to be worked, per the proposed employment agreement</p> <p>Number of hours specified in the proposed employment agreement</p> <p>Maximum number of hours to be worked per week</p> <p>Number of days in each shift pattern</p> <p>Maximum number of hours worked per shift pattern</p> <p>Maximum number of hours worked per week</p> <p>Minimum base hourly rate of pay</p>	N/A



	Decision point	Immigration instruction	Information source	Front end form question	Application Information Tag
				<p>Does the proposed employment agreement include allowances in addition to the employee's usual pay?</p> <p>Additional hourly rate of pay</p> <p>Value of allowance or benefit</p> <p>Frequency of allowance or benefit</p>	
3	Is the occupation on the green list?		<p>■ ADEPT uses occupation to compare against reference table in back end</p>	ANZSCO code of role	N/A
1 9	Is the occupation in the ICT, Electronics and Telecommunications sector and Minimum Pay?		<p>■ ADEPT uses occupation from application form to compare against reference table in back end</p>	ANZSCO code of role	N/A
2 1	Is the occupation in the ICT, Electronics and Telecommunications sector and Minimum Pay (special)?		<p>■ ADEPT uses occupation from application form to compare against reference table in back end</p>	ANZSCO code of role	N/A



	Decision point	Immigration instruction	Information source	Front end form question	Application Information Tag
2 2	Is the minimum hourly rate \$45.67 or more?		<p>■ ADEPT uses occupation from application form to compare against reference table in back end</p>	<p>Minimum hourly rate</p> <p>Number of hours per week to be worked, per the proposed employment agreement</p> <p>Number of hours specified in the proposed employment agreement</p> <p>Maximum number of hours to be worked per week</p> <p>Number of days in each shift pattern</p> <p>Maximum number of hours worked per shift pattern</p> <p>Maximum number of hours worked per week</p> <p>Minimum base hourly rate of pay</p> <p>Does the proposed employment agreement include allowances in addition to the employee's usual pay?</p> <p>Additional hourly rate of pay</p> <p>Value of allowance or benefit</p>	N/A



	Decision point	Immigration instruction	Information source	Front end form question	Application Information Tag
				Frequency of allowance or benefit	
4	Minimum requirements for the job include the requirements of the occupation on the Green list?		<input checked="" type="checkbox"/> ADEPT uses occupation to compare against reference table in back end	Will the role require successful candidates to meet the minimum requirements as stated on the green list?	Employer specifications of the role do not match the Green List
6	Was the advertising completed nationally via a national general job listing website, or by other means, and so that suitable New Zealand citizens or residence class visa holders would apply?		<input type="checkbox"/> Application form response	Where did you advertise the job?	Advertising was not completed nationally
7	The advertising includes: - a job description detailing tasks and responsibilities - key terms and conditions of employment including min/max rates of pay, or estimated earnings if actual earnings are not guaranteed, minimum guaranteed hours, location of job and minimum qualifications, work		<input type="checkbox"/> Application form response	<p>This decision point will always create a manual flag. So if this actually is created for any application this tag will show.</p> <p>Did the job advertisement include all of the details outlined above?</p>	Advertising did not include key terms and conditions



	Decision point	Immigration instruction	Information source	Front end form question	Application Information Tag
	experience, skills or other specifications of the job				
8	Minimum qualifications, work experience, skills or other specifications required for the job are restricted to those necessary to perform the job?		<input type="checkbox"/> Application form response	Did the job advertisement include any qualifications, work experience, skills or other specifications which are not necessary to do the work on offer?	Advertising did not include minimum qualifications, work experience, skills or other specifications are restricted to those necessary to perform the job
9	The vacancy was listed for at least 14 calendar days?		<input type="checkbox"/> Application form response	Was the job advertised for at least 14 days?	Vacancy was not listed for at least 14 days
10	The advertising closed within 90 days of the job check being submitted?		<input type="checkbox"/> Application form response	Did the job advertisement close within the last 90 days?	Advertising did not close within 90 days of the job check being submitted
11	Was the job advertised in multiple means or platforms?		<input type="checkbox"/> Application form response		N/A
12	Were the details of the job consistent across all platforms?		<input type="checkbox"/> Application form response	Were the details in the advertisements the same across all platforms?	Uploaded advertising evidence was not consistent across platforms



	Decision point	Immigration instruction	Information source	Front end form question	Application Information Tag
1 3	Is the job to be carried out in more than one location?		<input type="checkbox"/> Application form response	Will the job require the employee to work in multiple regions?	Employer has declared the job is in more than one location
1 4	Is the job carried out remotely?		<input type="checkbox"/> Application form response	Is the work going to be done remotely?	Employer has declared the job can be carried out remotely
1 6	Did any New Zealand citizen or residence class visa holders apply for the role?		<input type="checkbox"/> Application form response	Number of applications received from New Zealand citizens or residents	N/A
1 7	Are the New Zealand citizen or residence class visa holders that applied suitable and available?		<input type="checkbox"/> Application form response	Number of New Zealand citizen or resident applicants deemed suitable for the job	New Zealand citizen or residence class visa holders that applied were not suitable and available
1 8	Any flags for manual assessment?		<input checked="" type="checkbox"/> ADEPT creates manual flags		



3 Job Check conditions

The following will be specified on an approved job check:

1. the occupation; and
2. the minimum and maximum remuneration for the employment; and
3. the location of the employment; and
4. the number of positions approved
5. expiry date

NOTE: this is the minimum that will be included on the job check approval. More detail will be provided when the instructions are finalised.